



## OFFICIAL NOTICE AND AGENDA

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

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**  
Date/Time: Monday, August 14, 2017 at 5:00 p.m.  
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office  
600 South Fourth Street, Stoughton, Wisconsin  
Members: Mayor Donna Olson (Chair), Alderperson Matt Bartlett, Alderperson Michael Engelberger (Vice-Chair), Alderperson Pat O'Connor, Citizen Member David Erdman, Citizen Member John Kallas, Citizen Member Alan Staats

### AGENDA:

#### CALL TO ORDER

#### CONSENT AGENDA

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

- a. Stoughton Utilities Payments Due List Report
- b. Draft Minutes of the July 17, 2017 Regular Utilities Committee Meeting
- c. Stoughton Utilities June 2017 Financial Summary
- d. Stoughton Utilities June 2017 Statistical Report
- e. Stoughton Utilities July 2017 Activities Report
- f. Utilities Committee Annual Calendar
- g. Communications

#### OLD BUSINESS

1. Status of the Utilities Committee recommendation(s) to the Stoughton Common Council **(Discussion)**
2. Stoughton Utilities personnel status **(Discussion)**

#### NEW BUSINESS

3. WPPI Energy Annual Meeting **(Discussion)**
4. Employee succession planning for 2017 and beyond **(Discussion)**
5. Utilities Committee future agenda item(s) **(Discussion)**
6. Tour of the Stoughton Utilities Wastewater Treatment Facility **(Discussion)**

#### ADJOURNMENT

#### Notices Sent To:

Stoughton Utilities Committee Members  
Stoughton Utilities Director Robert P. Kardasz, P.E.  
Stoughton Utilities Assistant Director Brian Hoops

cc: Stoughton City Attorney Matthew Dregne  
Stoughton City Clerk Lana Kropf Stoughton  
Common Council Members  
Stoughton Leadership Team  
Stoughton Utilities Finance Manager Jamin Friedl, CPA  
Stoughton Utilities Operations Superintendent Sean Grady  
Stoughton Utilities Wastewater System Supervisor Brian Erickson  
Cory Neeley - WPPI Energy and Stoughton Utilities Energy Services Representative Unified  
Newspaper Group - Stoughton Courier Hub

**ATTENTION COMMITTEE MEMBERS:** Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Robert Kardasz or Brian Hoops via telephone at (608) 877-7423 or (608) 877-7412 respectively, or via email at [RKardasz@stoughtonutilities.com](mailto:RKardasz@stoughtonutilities.com) or [BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com).

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

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

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

Date: Wednesday, August 02, 2017  
 Time: 10:19AM  
 User: SGUNSOLUS

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

Page: 1 of 7  
 Report: 03699W.rpt  
 Company: 7430

Period: - As of: 8/2/2017

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
<b>Company: 7430</b>					
001450	EP	7/7/2017	40,176.82	516 WELLS FARGO BANK	VO for check batch: 307682/VO for check batch: 307682
001451	HC	7/30/2017	1,139,708.56	009 WPPI	WPPI-Renewable energy/WPPI-Renewable energy/WPPI-Buy Back Solar Credit/WPPI-Buy Back Solar Credit/WPPI-Shared Savings/WPPI-Shared Savings/WPPI-Large Power/WPPI-Large Power/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services/More...
001452	HC	7/30/2017	1,109.44	002 Employee Benefits Corp - Ach	EBC-July Ach/EBC-July Ach/EBC-July Ach/EBC-July Ach/EBC-July Ach/EBC-July Ach/EBC-July Ach/EBC-July Ach
001453	HC	7/30/2017	4,304.00	014 A T C Company - Ach	A T C Co - July Ach/A T C Co - July Ach
001454	HC	7/30/2017	2,439.21	001 Delta Dental - Ach	Delta Dental - July Ach/Delta Dental - July Ach/Delta Dental - July Ach/Delta Dental - July Ach/Delta Dental - July Ach
001455	HC	7/30/2017	141.21	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-July Ach/Gordon Flesch-July Ach/Gordon Flesch-July Ach/Gordon Flesch-July Ach/Gordon Flesch-July Ach/Gordon Flesch-July Ach
001456	HC	7/30/2017	30.52	421 FIRST DATA CHARGES	First Data- July Ach/First Data- July Ach/First Data- July Ach/First Data- July Ach/First Data- July Ach/First Data- July Ach/First Data- July Ach
001457	HC	7/30/2017	655.70	004 Us Cellular - Ach	Us Cellular - July Ach/Us Cellular - July Ach/Us Cellular - July Ach/Us Cellular - July Ach/Us Cellular - July Ach
001458	HC	7/30/2017	415.92	547 Charter Communications-Ach	Charter - July Ach/Charter - July Ach/Charter - July Ach/Charter - July Ach/Charter - July Ach/Charter - July Ach
001459	HC	7/30/2017	463.24	007 TDS Metrocom - Ach	TDS Metrocom - July Ach/TDS Metrocom - July Ach/TDS Metrocom - July Ach/TDS Metrocom - July Ach/TDS Metrocom - July Ach

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001460	HC	7/30/2017	334.84	003 Alliant Energy - Ach	Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/More...
001461	HC	7/30/2017	48,303.75	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Revenue-July Ach/Dept of Revenue-July Ach/Dept of Revenue-July Ach/Dept of Revenue-July Ach
001462	HC	7/30/2017	9,714.80	020 Wells Fargo Bank-Ach	Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach/Wells Fargo Bank-July Ach
001463	HC	7/30/2017	38,272.84	025 Payroll Federal Taxes- Ach	Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach
001464	HC	7/30/2017	7,104.97	008 Payroll State Taxes - Ach	State Taxes - July Ach/State Taxes - July Ach/State Taxes - July Ach/State Taxes - July Ach
024440	VC	7/6/2017	-76.79	721 STEPHEN & LINDSAY OLSON	S Olson-Customer Refund/S Olson-Customer Refund
025024	CK	7/6/2017	76.79	721 STEPHEN & LINDSAY OLSON	S Olson-Customer Refund/S Olson-Customer Refund
025025	CK	7/6/2017	33,239.60	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching+
025026	CK	7/6/2017	1,789.78	309 HAWKINS, INC.	Hawkins-Supplies/Hawkins-Supplies
025027	CK	7/6/2017	191.79	673 SUSAN EWELT	S Ewelt-Customer Refund/S Ewelt-Customer Refund
025028	CK	7/6/2017	24,900.00	742 CAPITAL EQUIPMENT AND HANDLING, INC.	Capital Equip-Equipment/Capital Equip-Equipment
025029	CK	7/6/2017	3,716.57	781 DUNKIRK WATER POWER CO LLC	Dunkirk-June dunkirk dam/Dunkirk-June dunkirk dam

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025030	CK	7/6/2017	914.00	084 HARVEST FARMS, LLC	Harvest Farms-Customer Credits/Harvest Farms-Customer Credits
025031	CK	7/6/2017	3,480.80	090 SOLENIS LLC	Solenis-Polymer/Solenis-Polymer
025032	CK	7/6/2017	24,455.91	448 STRAND ASSOCIATES INC.	Strand-W Sub Site/Strand-van buren st/Strand-discharge reviews/Strand-KPW lot 7/Strand-17 utility const/Strand-W Sub Site/Strand-van buren st/Strand-discharge reviews/Strand-17 utility const/Strand-KPW lot 7/Strand-Vernon St Interceptor/More...
025033	CK	7/6/2017	51.82	464 SHELLEY DIETZMAN	S Dietzman-Refund/S Dietzman-Refund/S Dietzman-Refund/S Dietzman-Refund/S Dietzman-Refund
025034	CK	7/6/2017	157.89	482 AT & T	AT & T-Scada Dialer/AT & T-Scada Dialer/AT & T-Scada Dialer/AT & T-Scada Dialer
025035	CK	7/6/2017	103.83	992 CAROLYN DORNER	C Dorner-Customer Refund/C Dorner-Customer Refund
025036	CK	7/13/2017	2,225.46	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel
025037	CK	7/13/2017	2,263.00	691 ASPLUNDH TREE EXPERTS CO., INC.	Asplundh-Tree Trimming/Asplundh-Tree Trimming
025038	CK	7/13/2017	695.04	988 NORTHEAST WI TECHNICAL COLLEGE	NW Tech Coll-Schooling/NW Tech Coll-Schooling/NW Tech Coll-Schooling/NW Tech Coll-Schooling
025039	CK	7/13/2017	649.35	400 RESCO	Resco-Charger/Resco-Tools/Resco-Spade extension/Resco-Inventory/Resco-Inventory/Resco-Charger/Resco-Tools/Resco-Spade extension/Resco-Charger/Resco-Supplies/Resco-Supplies/Resco-Charger
025040	CK	7/13/2017	60.00	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Dump charge/Rosenbaum-Dump charge/Rosenbaum-min load charge/Rosenbaum-min load charge
025041	CK	7/13/2017	89.59	436 STOUGHTON LUMBER CO., INC.	Stoton Lumber-Supplies/Stoton Lumber-Supplies
025042	CK	7/13/2017	25.00	675 WI STATE LABORATORY OF HYGIENE	Lab of Hygiene-Fluoride sample/Lab of Hygiene-Fluoride sample

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025043	CK	7/13/2017	89,740.00	328 CG POWER SYSTEMS USA INC.	CG Power-Draw Submis/CG Power-Draw Submis
025044	CK	7/13/2017	87.45	358 KUNZ GLOVE CO., INC.	Kunz-Work Gloves/Kunz-Work Gloves/Kunz-Work Gloves/Kunz-Work Gloves
025045	CK	7/13/2017	113.50	474 WOODWARD COMMUNITY MEDIA	Woodward-Hydrant Flushing/Woodward-Hydrant Flushing
025046	CK	7/13/2017	72.00	855 CRANE ENGINEERING SALES, INC.	Crane-Gaskets/Crane-Gaskets
025047	CK	7/13/2017	1,000.00	967 HYDRO CORP	Hydro Corp-Cross Connections/Hydro Corp-Cross Connections
025048	CK	7/18/2017	1,720.00	049 N & N CONCRETE	N & N Concrete-Curb Gutter/N & N Concrete-Curb Gutter
025049	CK	7/18/2017	176.77	133 WISCONSIN SCTF	WI SCTF-July A Support/WI SCTF-July A Support
025050	CK	7/18/2017	3,550.90	496 A.C. ENGINEERING COMPANY	A.C. Eng-South sub work/A.C. Eng-South sub work
025051	CK	7/18/2017	57.00	584 VINING SPARKS IBG, L.P.	Vining Sparks-Safekeeping/Vining Sparks-Safekeeping
025052	CK	7/18/2017	10,905.20	691 ASPLUNDH TREE EXPERTS CO., INC.	Asplundh-Tree Trimming/Asplundh-Tree Trimming/Asplundh-Tree Trimming/Asplundh-Tree Trimming
025053	CK	7/18/2017	4,875.00	727 GLS UTILITY LLC	GLS Utility-June Locates/GLS Utility-June Locates/GLS Utility-June Locates/GLS Utility-June Locates/GLS Utility-June Locates
025054	CK	7/18/2017	43,010.00	855 CRANE ENGINEERING SALES, INC.	Crane-Primary Clarifiers/Crane-Primary Clarifiers
025055	CK	7/18/2017	65.00	133 WISCONSIN SCTF	WI SCTF-Annual R & D/WI SCTF-Annual R & D
025056	CK	7/18/2017	615.98	218 THELMA CASAS OR DAVID HORSTMAN	T Casas-Customer Refund/T Casas-Customer Refund/T Casas-Customer Refund/T Casas-Customer Refund/T Casas-Customer Refund

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025057	CK	7/18/2017	304.11	397 JASON MUELLER	J Mueller-Customer Refund/J Mueller-Customer Refund/J Mueller-Customer Refund/J Mueller-Customer Refund/J Mueller-Customer Refund/J Mueller-Customer Refund/J Mueller-Customer Refund
025058	CK	7/18/2017	17.34	890 ALEXI MEISTER	A Meister-Customer Refund/A Meister-Customer Refund
025059	CK	7/18/2017	13,166.82	131 CITY OF STOUGHTON	City Stoton-Retainage/City Stoton-Retainage/City Stoton-Retainage/City Stoton-Retainage/City Stoton-Retainage
025060	CK	7/19/2017	1,207.56	131 CITY OF STOUGHTON	City Stoton-May Aflac/City Stoton-April Aflac/City Stoton-April Aflac/City Stoton-April Aflac/City Stoton-May Aflac/City Stoton-April Aflac/City Stoton-April Aflac/City Stoton-April Aflac/City Stoton-April Aflac/City Stoton-May Aflac/More...
025061	CK	7/19/2017	15,345.45	131 CITY OF STOUGHTON	City Stoton-Wa Tower rental/City Stoton-June Rent/City Stoton-July Life Ins/City Stoton-July Life Ins/City Stoton-July Life Ins/City Stoton-June Rent/City Stoton-June Rent/City Stoton-July Life Ins/City Stoton-Wa Tower rental/City Stoton-June Rent+
025062	CK	7/25/2017	41,810.03	131 CITY OF STOUGHTON	City Stoton-Stormwater/City Stoton-Stormwater
025063	CK	7/25/2017	3,535.00	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/Pitney Bowes-Purchase Power
025064	CK	7/25/2017	265.00	986 AICPA	AICPA-Membership dues/AICPA-Membership dues/AICPA-Membership dues/AICPA-Membership dues/AICPA-Membership dues
025065	CK	7/25/2017	18,700.66	131 CITY OF STOUGHTON	City Stoton-July Retirement/City Stoton-July Retirement/City Stoton-July Retirement/City Stoton-July Retirement/City Stoton-July Retirement
025066	CK	7/25/2017	176.77	133 WISCONSIN SCTF	WI SCTF-July B Support/WI SCTF-July B Support

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025067	CK	7/25/2017	348.96	304 LENA SHOHE T	L Shohet-Customer Refund/L Shohet-Customer Refund/L Shohet-Customer Refund/L Shohet-Customer Refund/L Shohet-Customer Refund/L Shohet-Customer Refund
025068	CK	7/25/2017	312.73	406 DON GILBERTSON	D Gilbertson-Customer Refund/D Gilbertson-Customer Refund
025069	CK	7/25/2017	146.39	932 MEGAN SULLIVAN	M Sullivan-Customer Refund/M Sullivan-Customer Refund/M Sullivan-Customer Refund/M Sullivan-Customer Refund/M Sullivan-Customer Refund
101488	CK	7/13/2017	22,534.08	157 FORSTER ELEC. ENG.,INC.	Forster-Conv roundabouts/Forster-Technical Assist/Forster-Scada Upgrades/Forster-West Subs/Forster-Feed to N bus Pk/Forster-Conv roundabouts/Forster-Technical Assist/Forster-Scada Upgrades/Forster-West Subs/Forster-Feed to N bus Pk
101489	CK	7/13/2017	128.69	181 BRIAN HOOPS	B Hoops-Mileage/B Hoops-Mileage
101490	CK	7/13/2017	2,600.00	463 GREAT-WEST	Great West-July A Def Comp/Great West-July A Def Comp
101491	CK	7/13/2017	1,715.00	519 B & H LAWN CARE	B & H - Cnty B Mowing/B & H - WW Mowing/B & H - Van Buren Mowing/B & H - South St Mowing/B & H - Academy Mowing/B & H - Wa Twr Mowing/B & H - Admin Mowing/B & H - Taylor Mowing/B & H - South St Mowing/B & H - Cnty B Mowing/B & H - WW Mowing/More...
101492	CK	7/13/2017	1,843.64	718 CGC, INC.	CGC-Construct projects/CGC-Construct projects/CGC-Construct projects/CGC-Construct projects/CGC-Construct projects/CGC-Construct projects
101493	CK	7/13/2017	375.00	731 NORTH SHORE BANK FSB	N Shore Bk-July A Def Comp/N Shore Bk-July A Def Comp
101494	CK	7/13/2017	670.78	809 CINTAS CORPORATION #446	Cintas-Clothes Cleaning/Cintas-Cloths Cleaning/Cintas-Clothes Cleaning/Cintas-Cloths Cleaning/Cintas-Clothes Cleaning/Cintas-Cloths Cleaning/Cintas-Cloths Cleaning/Cintas-Cloths Cleaning/Cintas-Cloths Cleaning/More...



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101495	CK	7/19/2017	3,639.27	852 INFOSEND, INC	Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing
101496	CK	7/26/2017	44.00	310 HANSON PEST MANAGEMENT	Hanson Pest-Pest Maint.
101497	CK	7/26/2017	2,600.00	463 GREAT-WEST	Great West-July B Def Comp/Great West-July B Def Comp
101498	CK	7/26/2017	5,568.49	603 SEERA	SEERA-Focus on energy/SEERA-Focus on energy
101499	CK	7/26/2017	80.00	648 BAKER TILLY VIRCHOW KRAUSE, LLP	Baker Tilly-Utility univ class/Baker Tilly-Utility univ class/Baker Tilly-Utility univ class/Baker Tilly-Utility univ class/Baker Tilly-Utility univ class/Baker Tilly-Utility univ class/Baker Tilly-Utility univ class
101500	CK	7/26/2017	375.00	731 NORTH SHORE BANK FSB	N Shore Bank-July B Def Comp/N Shore Bank-July B Def Comp
101501	CK	7/26/2017	576.35	809 CINTAS CORPORATION #446	Cintas-Clothes Cleaning/Cintas-Clothes Cleaning/Cintas-Bldg Cleaning/Cintas-Clothes Cleaning/Cintas-Bldg Cleaning/Cintas-Clothes Cleaning/Cintas-Bldg Cleaning/Cintas-Clothes Cleaning/Cintas-Bldg Cleaning/Cintas-Clothes Cleaning/Cintas-Bldg Cleaning/Cintas-Clothes Cleaning+
101502	CK	7/26/2017	5,731.95	995 MEUW	MEUW-Safety mgmt/MEUW-Safety mgmt/MEUW-Safety mgmt/MEUW-Safety mgmt/MEUW-Safety mgmt
<b>Company Total</b>			<b>1,691,993.12</b>		

Date: Friday, July 07, 2017

Time: 02:37PM

User: SGUNSOLUS

## Stoughton Utilities

## Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000074'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
<b>Import ID: 009010</b>		<b>Import # : 0000000074</b>							
7450	143	000000	571	USA BLUE BOOK	-107.80	METER GASKET RETURN	06/02/2017	5275	-
7460	833	000000	148	FASTENAL COMPANY01	-70.93	RETURNED SUPPLIES	06/14/2017	8200	-
7430	232	001099	484	CREE LIGHTING	-157.50	SHIPPING COST REFUNDED	06/27/2017	4100	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	39.00	WW SAMPLE TESTING	06/01/2017	8300	-
7460	833	000000	830	NCL OF WISCONSIN INC	95.38	LAB SUPPLIES	06/02/2017	8300	-
7460	833	000000	390	BADGER WATER	33.80	WATER FOR WW LAB	06/02/2017	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	195.00	WW SAMPLE TESTING	06/05/2017	8300	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	484.00	WW SAMPLE TESTING	06/07/2017	8300	-
7460	833	000000	830	NCL OF WISCONSIN INC	167.95	LAB SUPPLIES	06/22/2017	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE, IN	324.00	PARADISE POND TESTING	06/29/2017	8300	170303XX - 1
7460	852	000000	390	BADGER WATER	67.60	SAMPLES TO NORTHERN LAKE	06/30/2017	8300	-
7430	903	000000	824	USPS PO 5679700726	2.94	Postage - Bills and notices	06/14/2017	3650	-
7450	903	000000	824	USPS PO 5679700726	1.05	Postage - Bills and notices	06/14/2017	3650	-
7460	840	000000	824	USPS PO 5679700726	1.41	Postage - Bills and notices	06/14/2017	3650	-
7430	233	001099	824	USPS PO 5679700726	0.48	Postage - Bills and notices	06/14/2017	3650	-
7430	586	000000	259	ITRON INC	1,190.99	Maintenance - Quarterly - Meter reading hardware and software	06/30/2017	3650	-
7450	663	000000	259	ITRON INC	974.45	Maintenance - Quarterly - Meter reading hardware and software	06/30/2017	3650	-
7460	850	000000	894	BANUSHIS BAR & GRILL	41.00	Meeting expense - WW interview followup	06/22/2017	1000	-
7430	903	000000	419	PAYFLOW/PAYPAL	54.42	Credit card processing - MyAccount Online	06/05/2017	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	19.59	Credit card processing - MyAccount Online	06/05/2017	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	26.12	Credit card processing - MyAccount Online	06/05/2017	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.72	Credit card processing - MyAccount Online	06/05/2017	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	45.22	Credit card processing - Desktop and recurring	06/05/2017	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	16.28	Credit card processing - Desktop and recurring	06/05/2017	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	21.70	Credit card processing - Desktop and recurring	06/05/2017	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	7.25	Credit card processing - Desktop and recurring	06/05/2017	5250	-
7430	921	000000	836	MSFT E04003VWGR	30.80	OFFICE 365 - HOSTED MICROSOFT LYNC	06/05/2017	5250	-
7450	921	000000	836	MSFT E04003VWGR	11.20	OFFICE 365 - HOSTED MICROSOFT LYNC	06/05/2017	5250	-
7460	851	000000	836	MSFT E04003VWGR	14.00	OFFICE 365 - HOSTED MICROSOFT LYNC	06/05/2017	5250	-
7450	920	000000	105	AWWA.ORG	90.00	Professional membership renewal - AWWA and WI AWWA	06/21/2017	5250	-
7430	370	003300	327	BORDER STATES ELECTRIC	1,320.00	4 ELECTRIC METERS	06/30/2017	5200	-
7450	642	000000	974	NORTHERN LAKE SERVICE, IN	1,893.00	WATER TESTING	06/07/2017	5275	-
7430	597	000000	894	AMERICINN WI RAPIDS	359.64	ELECTRIC METERING SCHOOL	06/12/2017	5275	-
7450	933	000000	317	CENEX D M SERV07083686	32.00	PROPANE FOR FORKLIFT	06/13/2017	5275	-
7450	346	000000	165	MIDWEST METER - JACKSON	1,304.70	4 - 1 INCH WATER METERS	06/14/2017	5275	-
7450	663	000000	165	MIDWEST METER - JACKSON	2,413.35	METER MAINT. PARTS	06/14/2017	5275	-
7450	921	000000	690	RADIOSHACK DEA00019513	34.95	RADIOSHACK DEA00019513	06/14/2017	5275	-
7450	663	000000	108	ASLESON'S TRUE VALUE HDW	12.87	TORX TIPS FOR ERT SCREWS	06/19/2017	5275	-
7430	933	000000	894	BP#9418500YOU PUMP - WI	9.41	PRIUS GAS FOR EL. METER SCHOOL	06/26/2017	5275	-
7430	597	000000	894	AMERICINN WI RAPIDS	359.64	ELECTRIC METERING SCHOOL	06/26/2017	5275	-
7450	642	000000	974	NORTHERN LAKE SERVICE, IN	504.00	LEAD AND COPPER TESTING	06/29/2017	5275	-
7450	642	000000	717	HACH COMPANY	125.00	CHEMICAL SUPPLIES	06/01/2017	8400	-

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Time: 02:37PM

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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
7450	642	000000	717	HACH COMPANY	207.89	LAB SUPPLIES	06/01/2017	8400	-
7450	920	000000	548	WWOA	75.00	CLASS FOR DNR CREDITS	06/20/2017	8400	-
7460	850	000000	548	WWOA	75.00	CLASS FOR DNR CREDITS	06/20/2017	8400	-
7450	631	000000	436	STOUGHTON LUMBER CO	102.37	WELL #5 SIDING PROJECT	06/02/2017	8700	-
7450	631	000000	436	STOUGHTON LUMBER CO	27.54	WELL #5 SIDING PROJECT	06/05/2017	8700	-
7450	631	000000	436	STOUGHTON LUMBER CO	15.67	WELL #5 SIDING PROJECT	06/07/2017	8700	-
7450	631	000000	436	STOUGHTON LUMBER CO	14.80	WELL #5 SIDING PROJECT	06/08/2017	8700	-
7430	933	000000	507	WAL-MART #1176	5.38	TRUCK 8 REPAIR	06/09/2017	8700	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	26.85	CURB STOP REPAIRS	06/13/2017	8700	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	20.28	CURB STOP REPAIR	06/13/2017	8700	-
7430	932	000000	507	WAL-MART #1176	32.44	SHOP VAC/CAR WAX	06/13/2017	8700	-
7450	932	000000	507	WAL-MART #1176	32.44	SHOP VAC/CAR WAX	06/13/2017	8700	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	7.98	CURB STOP REPAIR	06/15/2017	8700	-
7450	675	000000	436	STOUGHTON LUMBER CO	8.20	CURB STOP REPAIR	06/19/2017	8700	-
7450	675	000000	436	STOUGHTON LUMBER CO	39.06	CURB STOP REPAIR	06/19/2017	8700	-
7430	932	000000	108	ASLESON'S TRUE VALUE HDW	5.48	PAINT FOR ADMIN BLDG	06/28/2017	8700	-
7450	932	000000	108	ASLESON'S TRUE VALUE HDW	1.99	PAINT FOR ADMIN BLDG	06/28/2017	8700	-
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	2.50	PAINT FOR ADMIN BLDG	06/28/2017	8700	-
7430	932	000000	436	STOUGHTON LUMBER CO	1.97	ADMIN BLDG MAINTENANCE	06/30/2017	8700	-
7450	932	000000	436	STOUGHTON LUMBER CO	0.71	ADMIN BLDG MAINTENANCE	06/30/2017	8700	-
7460	834	000000	436	STOUGHTON LUMBER CO	0.91	ADMIN BLDG MAINTENANCE	06/30/2017	8700	-
7430	921	000000	115	THE HOME DEPOT #4906	135.27	AIR PURIFIER AND FILTERS	06/29/2017	4300	-
7450	921	000000	115	THE HOME DEPOT #4906	49.19	AIR PURIFIER AND FILTERS	06/29/2017	4300	-
7460	851	000000	115	THE HOME DEPOT #4906	61.49	AIR PURIFIER AND FILTERS	06/29/2017	4300	-
7450	631	000000	148	FASTENAL COMPANY01	3.62	PAINT - WELL #5	06/02/2017	7400	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	23.85	CURB STOP REPAIRS	06/16/2017	7400	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	2.00	ASLESON'S TRUE VALUE HDW	06/26/2017	7400	-
7450	624	000000	148	FASTENAL COMPANY01	73.41	PARTS FOR PUMP REPAIRS	06/27/2017	7400	-
7450	624	000000	148	FASTENAL COMPANY01	15.17	PARTS FOR PUMP REPAIRS	06/28/2017	7400	-
7450	631	000000	108	ASLESON'S TRUE VALUE HDW	21.99	OUTLET REPLACEMENT	06/29/2017	7400	-
7430	593	000000	894	RADISSON HOTEL AND CONFER	328.00	SCHOOL	06/12/2017	6930	-
7430	594	000000	894	RADISSON HOTEL AND CONFER	328.00	SCHOOL	06/12/2017	6930	-
7460	827	000000	148	FASTENAL COMPANY01	5.59	BATTERIES FOR RADIOS	06/14/2017	8710	-
7460	833	000000	148	FASTENAL COMPANY01	80.00	BOLTS FOR RAS PUMP	06/20/2017	8710	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	9.86	PARTS FOR PRIMARY PUMP	06/21/2017	8710	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	4.99	PVC GLUE	06/22/2017	8710	-
7460	833	000000	148	FASTENAL COMPANY01	50.01	SUPPLIES FOR RAS PROJECT	06/08/2017	8200	-
7460	834	000000	748	SHERWIN WILLIAMS 703833	80.49	PAINT AND SUPPLIES	06/13/2017	8200	-
7460	833	000000	148	FASTENAL COMPANY01	250.39	SUPPLIES FOR RAS PROJECT	06/13/2017	8200	-
7460	833	003603	571	USA BLUE BOOK	153.69	PRELIM TREATMENT BLOWER FILTERS	06/14/2017	8200	-
7460	313	000000	710	NEENAH FOUNDRY COMPANY	3,415.16	MANHOLE CASTINGS AND LIDS	06/14/2017	8200	-
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	62.99	WEED SPRAYER	06/21/2017	8200	-
7460	834	000000	148	FASTENAL COMPANY01	3.11	EASTWOOD LS ANTENNA REPAIR	06/28/2017	8200	-
7460	833	000000	969	PAYPAL MROSUPPLY	100.38	WOODS COUPLERS FOR NPW/RECYCLER PUMPS	06/29/2017	8200	-

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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
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	9.95	WEED EATER STRING	06/29/2017	8200	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	25.62	RAS PUMP IDS	06/30/2017	8200	-
7430	903	000000	824	USPS PO 5679700726	1.47	Postage - Bills and notices	06/12/2017	3670	-
7450	903	000000	824	USPS PO 5679700726	0.52	Postage - Bills and notices	06/12/2017	3670	-
7460	840	000000	824	USPS PO 5679700726	0.70	Postage - Bills and notices	06/12/2017	3670	-
7430	233	001099	824	USPS PO 5679700726	0.25	Postage - Bills and notices	06/12/2017	3670	-
7430	903	000000	824	USPS PO 5679700726	14.70	Postage - Bills and notices	06/12/2017	3670	-
7450	903	000000	824	USPS PO 5679700726	5.29	Postage - Bills and notices	06/12/2017	3670	-
7460	840	000000	824	USPS PO 5679700726	7.05	Postage - Bills and notices	06/12/2017	3670	-
7430	233	001099	824	USPS PO 5679700726	2.36	Postage - Bills and notices	06/12/2017	3670	-
7430	920	000000	445	TLF STOUGHTON FLORAL	59.95	Funeral gift - Consultant	06/02/2017	3680	-
7450	920	000000	994	WISCONSIN AWWA	95.00	Training Expense - Registration - Water Customer Service Seminar - BYunger	06/05/2017	3680	-
7430	903	000000	824	USPS PO 5679700726	99.00	Annual renewal for PO Box	06/05/2017	3680	-
7450	903	000000	824	USPS PO 5679700726	35.64	Annual renewal for PO Box	06/05/2017	3680	-
7460	840	000000	824	USPS PO 5679700726	47.52	Annual renewal for PO Box	06/05/2017	3680	-
7430	233	001099	824	USPS PO 5679700726	15.84	Annual renewal for PO Box	06/05/2017	3680	-
7450	642	000000	824	UPS 1ZG194WT0321450094	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	06/12/2017	3680	-
7430	921	000000	352	STAPLS7177846376000001	50.23	GENERAL OFFICE SUPPLIES	06/12/2017	3680	-
7450	921	000000	352	STAPLS7177846376000001	18.08	GENERAL OFFICE SUPPLIES	06/12/2017	3680	-
7460	851	000000	352	STAPLS7177846376000001	24.11	GENERAL OFFICE SUPPLIES	06/12/2017	3680	-
7430	233	001099	352	STAPLS7177846376000001	8.04	GENERAL OFFICE SUPPLIES	06/12/2017	3680	-
7430	921	000000	352	STAPLS7177855181000001	35.48	GENERAL KITCHEN SUPPLIES	06/12/2017	3680	-
7450	921	000000	352	STAPLS7177855181000001	12.90	GENERAL KITCHEN SUPPLIES	06/12/2017	3680	-
7460	851	000000	352	STAPLS7177855181000001	16.13	GENERAL KITCHEN SUPPLIES	06/12/2017	3680	-
7430	903	000000	824	USPS PO 5679700726	5.49	Postage - Bills and notices	06/13/2017	3680	-
7450	903	000000	824	USPS PO 5679700726	1.97	Postage - Bills and notices	06/13/2017	3680	-
7460	840	000000	824	USPS PO 5679700726	2.63	Postage - Bills and notices	06/13/2017	3680	-
7430	233	001099	824	USPS PO 5679700726	0.90	Postage - Bills and notices	06/13/2017	3680	-
7430	920	000000	824	USPS PO 5679700726	7.20	Postage for electric contracts	06/15/2017	3680	-
7450	642	000000	824	UPS 1ZG194WT0322469108	9.40	SHIPPING OF WATER SAMPLES FOR TESTING	06/19/2017	3680	-
7430	921	000000	352	STAPLS7178174632000001	122.97	GENERAL OFFICE SUPPLIES AND CLIPBOARDS FOR LINECREW	06/19/2017	3680	-
7450	921	000000	352	STAPLS7178174632000001	7.56	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7460	851	000000	352	STAPLS7178174632000001	10.08	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7430	233	001099	352	STAPLS7178174632000001	3.36	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7430	921	000000	352	STAPLS7177846376000002	2.98	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7450	921	000000	352	STAPLS7177846376000002	1.07	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7460	851	000000	352	STAPLS7177846376000002	1.43	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7430	233	001099	352	STAPLS7177846376000002	0.48	GENERAL OFFICE SUPPLIES	06/19/2017	3680	-
7430	920	000000	601	FOSDAL BAKERY LLC	5.77	Meeting expense - Utilities Committee	06/21/2017	3680	-
7450	920	000000	601	FOSDAL BAKERY LLC	2.10	Meeting expense - Utilities Committee	06/21/2017	3680	-
7460	850	000000	601	FOSDAL BAKERY LLC	2.63	Meeting expense - Utilities Committee	06/21/2017	3680	-
7450	642	000000	824	UPS 1ZG194WT0302288181	9.40	SHIPPING OF WATER SAMPLES	06/26/2017	3680	-
7430	921	000000	824	USPS PO 5679700726	4.16	Shipping of drives to OSI for Electric SCADA	06/27/2017	3680	-
7430	921	000000	422	AMAZON.COM	413.31	Toner - Office and Administration	06/30/2017	3680	-

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7450	921	000000	422	AMAZON.COM	150.29	Toner - Office and Administration	06/30/2017	3680	-
7460	851	000000	422	AMAZON.COM	187.89	Toner - Office and Administration	06/30/2017	3680	-
7430	593	000000	436	STOUGHTON LUMBER CO	71.73	PIPE FOR GUY INSTALLATION	06/12/2017	6950	-
7430	932	000000	507	WAL-MART #1176	30.82	MISC.	06/16/2017	6960	-
7430	926	000000	398	HOFFMAN BOOTS	333.81	SAFETY BOOTS	06/23/2017	6960	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	9.28	ASLESON'S TRUE VALUE HDW	06/29/2017	6960	-
7430	934	000000	172	TEREX SERVICES	2,861.15	TRUCK #5 REPAIRS	06/05/2017	4000	-
7430	934	000000	172	TEREX SERVICES	3,208.91	TRUCK #15 REPAIRS	06/12/2017	4000	-
7430	920	000000	439	AMER PUBLIC POWER ASSO	21.50	APPA SAFETY MANUAL	06/14/2017	4000	-
7430	932	000000	900	GENERAL HEATING AND AC	110.63	HVAC REPAIRS	06/15/2017	4000	-
7450	932	000000	900	GENERAL HEATING AND AC	40.23	HVAC REPAIRS	06/15/2017	4000	-
7460	834	000000	900	GENERAL HEATING AND AC	50.29	HVAC REPAIRS	06/15/2017	4000	-
7430	934	000000	443	AMERICAN TEST CENTER INC	1,375.00	TESTING AND HYRAULIC ANALYSIS - 12,16,2,15,5	06/15/2017	4000	-
7450	641	000000	309	HAWKINS INC	1,789.78	CHEMICALS	06/16/2017	4000	-
7430	932	000000	900	GENERAL HEATING AND AC	92.19	HVAC REPAIRS	06/28/2017	4000	-
7450	932	000000	900	GENERAL HEATING AND AC	33.52	HVAC REPAIRS	06/28/2017	4000	-
7460	834	000000	900	GENERAL HEATING AND AC	41.91	HVAC REPAIRS	06/28/2017	4000	-
7450	107.14	000000	354	HYDRO DESIGNS	1,000.00	CROSS CONNECTION INSPECTIONS	06/30/2017	4000	170901XX - 1
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	11.49	PVC GLUE	06/06/2017	6940	-
7430	594	000000	108	ASLESON'S TRUE VALUE HDW	11.49	PVC GLUE	06/06/2017	6940	-
7430	932	000000	331	MONONA PLUMBING	121.00	ADMIN BLDG FIRE SPRINKLER INSPECTION	06/01/2017	4100	-
7450	932	000000	331	MONONA PLUMBING	44.00	ADMIN BLDG FIRE SPRINKLER INSPECTION	06/01/2017	4100	-
7460	834	000000	331	MONONA PLUMBING	55.00	ADMIN BLDG FIRE SPRINKLER INSPECTION	06/01/2017	4100	-
7430	232	001099	355	STUART C IRBY	682.25	ELECTRIC INVENTORY	06/02/2017	4100	-
7430	583	000000	355	STUART C IRBY	62.50	MISC SUPPLIES	06/02/2017	4100	-
7450	232	001099	550	FIRST SUPPLY WFPG MAD	21.90	WATER INVENTORY	06/02/2017	4100	-
7430	232	001099	822	CONDUIT REPAIR SYSTEMS	640.00	CONDUIT REPAIR KITS	06/07/2017	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 087	130.30	2 INCH PVC ELBOWS	06/07/2017	4100	-
7430	232	001099	327	BORDER STATES ELECTRIC	937.60	LUGS	06/08/2017	4100	-
7430	593	000000	422	AMAZON.COM	43.50	SUSPENSION SAFETY STRAPS	06/09/2017	4100	-
7430	593	000000	236	WW GRAINGER	95.56	CARABINERS	06/09/2017	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 087	59.00	ELECTRIC INVENTORY	06/13/2017	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 087	2,280.00	2 INCH PVC PIPE	06/15/2017	4100	-
7430	920	000000	422	AMAZONPRIME MEMBERSHIP	54.45	AMAZON PRIME MEMBERSHIP	06/19/2017	4100	-
7450	920	000000	422	AMAZONPRIME MEMBERSHIP	44.55	AMAZON PRIME MEMBERSHIP	06/19/2017	4100	-
7430	932	000000	541	IN 4 CONTROL INC	327.21	WEED SPRAY AT SUBSTATIONS AND POLE YARD	06/21/2017	4100	-
7430	593	000000	327	BORDER STATES ELECTRIC	122.03	ROPE FOR PULLING OH WIRE	06/21/2017	4100	-
7430	368	003303	327	BORDER STATES ELECTRIC	798.00	BOX PAD	06/21/2017	4100	-
7430	232	001099	484	CREE LIGHTING	1,907.50	STREET LIGHT FIXTURES	06/23/2017	4100	-
7430	232	001099	355	STUART C IRBY	1,079.65	BRACKETS FOR MOUNTING TRANSFORMERS	06/26/2017	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 087	69.00	SPLICES	06/27/2017	4100	-

**Total: 40,176.82**

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, July 17, 2017 – 5:00 p.m.

Stoughton, WI

Page No. 1

**Location:** Edmund T. Malinowski Board Room  
Stoughton Utilities Administration Office  
600 South Fourth Street  
Stoughton, Wisconsin, 53589

**Members Present:** Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Donna Olson, and Citizen Member Alan Staats

**Excused:** None

**Absent:** None

**Others Present:** WPPI Energy Billing Analyst Kevin Conner, WPPI Energy Vice President of Rates and Special Projects Tim Noeldner, Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz, P.E.

**Call to Order:** Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

**Utilities Committee Consent Agenda:** Stoughton Utilities Assistant Director Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the June 19, 2017 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities May 2017 Financial Summary, Stoughton Utilities Statistical Information, Stoughton Utilities June 2017 Activities Report, Utilities Committee Annual Calendar, and Utilities Communications. The motion carried unanimously 7 to 0.

**Status of the Utilities Committee Recommendation(s) to the Stoughton Common Council:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops 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 Report
- Stoughton Utilities Committee May 15, 2017 Regular Meeting Minutes
- Stoughton Utilities April 2017 Financial Summary
- Stoughton Utilities 2016 audit reports and management letter
- Stoughton Utilities wastewater treatment facility and sanitary sewer collection system 2016 Compliance Maintenance Annual Report (CMAR)
- Adoption of the American Public Power Association (APPA) Safety Manual, 16<sup>th</sup> Ed., 2017

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

**Monday, July 17, 2017 – 5:00 p.m.**

**Stoughton, WI**

**Page No. 2**

**Presentation by WPPI Energy:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops introduced WPPI Energy Vice-President of Rates and Special Projects Tim Noeldner. Mr. Noeldner introduced WPPI Energy Billing Analyst Kevin Conner and presented and led a discussion on “Doing More Together: Preparing for the Future through Joint Action”. Mr. Noeldner emphasized the following objectives:

1. Conveyed the assumptions of the new 2017-2021 WPPI business plan.
2. Presented key business plan priorities for the next year or two.
3. Discussed what Stoughton Utilities may consider implementing or planning for in the short term.
4. Conveyed how, through joint action, WPPI Energy can support Stoughton Utilities’ efforts.

Discussion followed.

**Stoughton Utilities Round-Up Program:** Stoughton Utilities Assistant Director Brian Hoops presented and discussed the Stoughton Utilities Round-Up Program. Discussion followed. Motion by Citizen Member John Kallas, the motion seconded by Alderman Pat O’Connor, to donate \$1,000 from the Stoughton Utilities Round-Up Program to Friends of Lake Kegonsa (FOLKs). The motion carried 6 to 0 with Alderperson Michael Engelberger abstaining.

**Stoughton Utilities personnel status:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops presented and discussed the Stoughton Utilities personnel status. Discussion followed.

**Utilities Committee future agenda items:** Tour of the wastewater treatment facility at the August 14, 2017 Utilities Committee meeting.

**Tour of the Stoughton Utilities Administration Building:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Assistant Director Brian Hoops invited the committee members to tour the Stoughton Utilities Administration Building.

**Adjournment:** Motion by Alderperson Pat O’Connor, the motion seconded by Citizen Member Alan Staats, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:58 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director

# Stoughton Utilities

## Financial Summary

June 2017-YTD

### Highlights-Comparison to prior month

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

#### **Overall Summary:**

- The June 2017 results are reasonable in comparison to the May 2017 and June 2016 results. Detailed analysis is provided below.

#### **Electric Summary:**

- Electric sales increased \$348,500 compared to May due to a 21% increase in consumption
- Purchased power costs increased \$306,200 compared to May due to a 19% increase in kWh purchased
- Non-operating income increased \$42,500 compared to May due to \$41,100 in pole attachment revenue recorded in June
- Operating expenses decreased \$33,700 compared to May mainly due to the write off of 2016 uncollectable accounts and the payment of the 1st quarter tax amounts to the DOR in May
- Amounts in Construction in Progress to date that will be expensed at year-end:

\$ 64,400

#### **Water Summary:**

- Water sales increased \$8,700 compared to May due to a 8% increase in consumption
- Operating expenses increased \$30,300 compared to May mainly due to the fact there were three pay periods recorded in June and no quarterly invoices related to water tower maintenance were received in May
- Amounts in Construction in Progress to date that will be expensed at year-end:

\$ 20,800

#### **Wastewater Summary:**

- Wastewater sales increased \$10,200 compared to May due to a 8% increase in gallons billed
- Operating expenses increased \$9,800 compared to May mainly due to the fact there were three pay periods recorded in June

Submitted by:  
Jamin Friedl, CPA



**STOUGHTON UTILITIES**Balance Sheets  
As of June 30, 2017

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
<b>Assets</b>				
Cash & Investments	\$ 9,388,478	\$ 1,587,067	\$ 2,811,002	\$ 13,786,547
Customer A/R	1,637,660	201,614	207,135	2,046,410
Other A/R	141,479	13,762	15,749	170,989
Other Assets	1,048,030	471,997	280,135	1,800,163
Plant in Service	25,794,315	14,801,778	28,945,081	69,541,174
Accumulated Depreciation	(13,486,812)	(5,077,294)	(10,646,854)	(29,210,960)
Plant in Service - CIAC	3,359,914	7,378,544	-	10,738,458
Accumulated Depreciation-CIAC	(1,621,024)	(1,992,232)	-	(3,613,256)
Construction Work in Progress	690,968	237,010	202,191	1,130,169
GASB 68 Deferred Outflow	575,914	206,806	227,166	1,009,886
<b>Total Assets</b>	<u>\$ 27,528,923</u>	<u>\$ 17,829,051</u>	<u>\$ 22,041,605</u>	<u>\$ 67,399,579</u>
<b>Liabilities + Net Assets</b>				
Accounts Payable	\$ 298,157	\$ 63,926	\$ 45,096	\$ 407,179
Payable to City of Stoughton	574,502	607,117	5,843	1,187,462
Interest Accrued	32,055	28,114	20,363	80,532
Other Liabilities	546,164	86,521	124,351	757,035
Long-Term Debt	5,771,571	3,079,385	5,026,967	13,877,924
Net Assets	20,085,227	13,886,042	16,731,591	50,702,861
GASB 68 Deferred Inflow	221,246	77,947	87,394	386,587
<b>Total Liabilities + Net Assets</b>	<u>\$ 27,528,923</u>	<u>\$ 17,829,051</u>	<u>\$ 22,041,605</u>	<u>\$ 67,399,579</u>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement

June 2017

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 7,018,382	\$ 1,003,542	\$ 981,077	\$ 9,003,000
Other	97,606	32,876	38,136	168,617
<i>Total Operating Revenue:</i>	<b>\$ 7,115,988</b>	<b>\$ 1,036,418</b>	<b>\$ 1,019,212</b>	<b>\$ 9,171,617</b>
<i>Operating Expense:</i>				
Purchased Power	5,277,573	-	-	5,277,573
Expenses (Including Taxes)	830,513	448,147	489,525	1,768,185
PILOT	198,000	210,498	-	408,498
Depreciation	497,928	230,352	407,502	1,135,782
<i>Total Operating Expense:</i>	<b>\$ 6,804,013</b>	<b>\$ 888,997</b>	<b>\$ 897,027</b>	<b>\$ 8,590,038</b>
<i>Operating Income</i>	<b>\$ 311,974</b>	<b>\$ 147,420</b>	<b>\$ 122,185</b>	<b>\$ 581,579</b>
Non-Operating Income	299,047	32,256	41,827	373,129
Non-Operating Expense	(66,538)	(46,998)	(67,500)	(181,036)
<i>Net Income</i>	<b>\$ 544,483</b>	<b>\$ 132,678</b>	<b>\$ 96,511</b>	<b>\$ 773,673</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement

June 2016

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 7,090,345	\$ 934,752	\$ 993,407	\$ 9,018,504
Other	107,340	\$ 37,479	\$ 20,688	165,507
<i>Total Operating Revenue:</i>	<b>\$ 7,197,685</b>	<b>\$ 972,231</b>	<b>\$ 1,014,095</b>	<b>\$ 9,184,011</b>
<i>Operating Expense:</i>				
Purchased Power	5,440,022	-	-	5,440,022
Expenses (Including Taxes)	790,311	437,416	464,042	1,691,769
PILOT	233,029	190,002	-	423,031
Depreciation	474,702	214,602	409,998	1,099,302
<i>Total Operating Expense:</i>	<b>\$ 6,938,064</b>	<b>\$ 842,020</b>	<b>\$ 874,040</b>	<b>\$ 8,654,124</b>
<i>Operating Income</i>	<b>\$ 259,621</b>	<b>\$ 130,211</b>	<b>\$ 140,055</b>	<b>\$ 529,887</b>
Non-Operating Income	335,973	11,524	11,287	358,784
Non-Operating Expense	(70,607)	(91,011)	(85,002)	(246,620)
<i>Net Income</i>	<b>\$ 524,987</b>	<b>\$ 50,724</b>	<b>\$ 66,340</b>	<b>\$ 642,051</b>

**STOUGHTON UTILITIES**  
Detailed Monthly Income Statements  
June 2017

**ELECTRIC**

	June 2017	May 2017	Change from Prior Month	June 2016
<i>Operating Revenue:</i>				
Sales	\$ 1,470,594	\$ 1,122,101	\$ 348,493	\$ 1,353,840
Other	44,163	1,647	42,515	45,516
<i>Total Operating Revenue:</i>	<b>\$ 1,514,757</b>	<b>\$ 1,123,748</b>	<b>\$ 391,009</b>	<b>\$ 1,399,356</b>
<i>Operating Expense:</i>				
Purchased Power	1,135,767	829,571	306,196	1,059,602
Expenses (Including Taxes)	128,919	162,605	(33,687)	107,946
PILOT	33,000	33,000	-	32,083
Depreciation	82,988	82,988	-	79,117
<i>Total Operating Expense:</i>	<b>\$ 1,380,673</b>	<b>\$ 1,108,164</b>	<b>\$ 272,509</b>	<b>\$ 1,278,748</b>
<i>Operating Income</i>	<b>\$ 134,083</b>	<b>\$ 15,584</b>	<b>\$ 118,499</b>	<b>\$ 120,608</b>
Non-Operating Income	17,952	19,477	(1,525)	123,342
Non-Operating Expense	(10,591)	(10,585)	(5)	(11,254)
<i>Net Income</i>	<b>\$ 141,444</b>	<b>\$ 24,475</b>	<b>\$ 116,969</b>	<b>\$ 232,696</b>

**WATER**

	June 2017	May 2017	Change from Prior Month	June 2016
<i>Operating Revenue:</i>				
Sales	\$ 177,023	\$ 168,337	\$ 8,686	\$ 174,590
Other	7,790	5,026	2,764	8,390
<i>Total Operating Revenue:</i>	<b>\$ 184,813</b>	<b>\$ 173,363</b>	<b>\$ 11,449</b>	<b>\$ 182,980</b>
<i>Operating Expense:</i>				
Expenses (Including Taxes)	96,621	66,364	30,258	78,940
PILOT	35,083	35,083	-	31,667
Depreciation	38,392	38,392	-	35,767
<i>Total Operating Expense:</i>	<b>\$ 170,096</b>	<b>\$ 139,839</b>	<b>\$ 30,258</b>	<b>\$ 146,374</b>
<i>Operating Income</i>	<b>\$ 14,716</b>	<b>\$ 33,524</b>	<b>\$ (18,808)</b>	<b>\$ 36,606</b>
Non-Operating Income	1,300	3,676	(2,376)	1,054
Non-Operating Expense	(7,833)	(7,833)	-	(8,333)
<i>Net Income</i>	<b>\$ 8,183</b>	<b>\$ 29,367</b>	<b>\$ (21,184)</b>	<b>\$ 29,327</b>

**WASTEWATER**

	June 2017	May 2017	Change from Prior Month	June 2016
<i>Operating Revenue:</i>				
Sales	\$ 177,888	\$ 167,730	\$ 10,158	\$ 170,661
Other	4,830	6,651	(1,822)	4,868
<i>Total Operating Revenue:</i>	<b>\$ 182,717</b>	<b>\$ 174,381</b>	<b>\$ 8,336</b>	<b>\$ 175,529</b>
<i>Operating Expense:</i>				
Expenses (Including Taxes)	93,358	83,588	9,771	79,913
Depreciation	67,917	67,917	-	68,333
<i>Total Operating Expense:</i>	<b>\$ 161,275</b>	<b>\$ 151,505</b>	<b>\$ 9,771</b>	<b>\$ 148,246</b>
<i>Operating Income</i>	<b>\$ 21,442</b>	<b>\$ 22,877</b>	<b>\$ (1,435)</b>	<b>\$ 27,283</b>
Non-Operating Income	1,110	821	288	1,067
Non-Operating Expense	(11,250)	(11,250)	-	(14,167)
<i>Net Income</i>	<b>\$ 11,301</b>	<b>\$ 12,448</b>	<b>\$ (1,146)</b>	<b>\$ 14,183</b>

**STOUGHTON UTILITIES**

Rate of Return

Year-to-Date June 2017

	<b>Electric</b>	<b>Water</b>
Operating Income (Regulatory)	\$ 311,974	\$ 147,420
Average Utility Plant in Service	25,114,326	14,647,869
Average Accumulated Depreciation	(13,068,977)	(4,893,630)
Average Materials and Supplies	189,643	35,588
Average Regulatory Liability	(144,044)	(222,486)
Average Customer Advances	(52,416)	-
Average Net Rate Base	\$ 12,038,532	\$ 9,567,341
June 2017 Rate of Return	<b>2.59%</b>	<b>1.54%</b>
June 2016 Rate of Return	<b>2.18%</b>	<b>1.59%</b>
December 2016 Rate of Return	<b>4.95%</b>	<b>3.46%</b>
Authorized Rate of Return	<b>5.00%</b>	<b>6.50%</b>

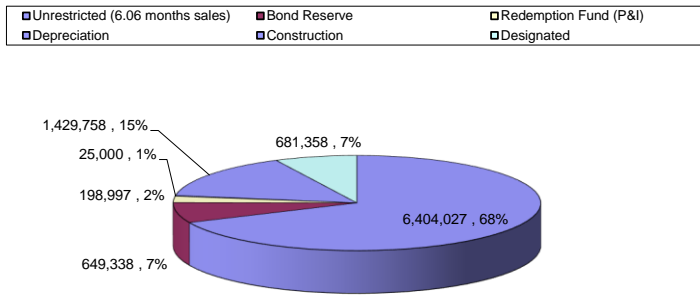
**STOUGHTON UTILITIES**  
Cash and Investments Summary  
As of June 30, 2017

**Electric**

**June 2017**

Unrestricted (6.06 months sales)	6,404,027
Bond Reserve	649,338
Redemption Fund (P&I)	198,997
Depreciation	25,000
Construction	1,429,758
Designated	681,358
<b>Total</b>	<b><u>9,388,478</u></b>

**Electric Cash - June 2017**

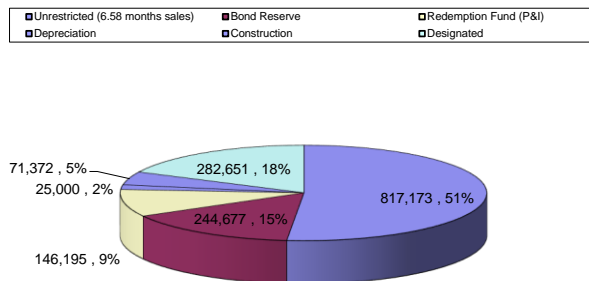


**Water**

**June 2017**

Unrestricted (6.58 months sales)	817,173
Bond Reserve	244,677
Redemption Fund (P&I)	146,195
Depreciation	25,000
Construction	71,372
Designated	282,651
<b>Total</b>	<b><u>1,587,068</u></b>

**Water Cash - June 2017**

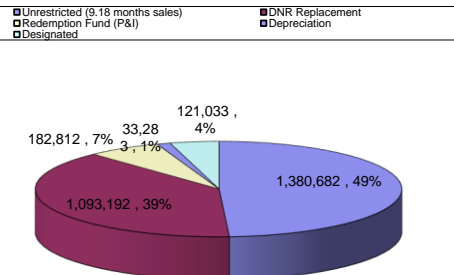


**Wastewater**

**June 2017**

Unrestricted (9.18 months sales)	1,380,682
DNR Replacement	1,093,192
Redemption Fund (P&I)	182,812
Depreciation	33,283
Designated	121,033
<b>Total</b>	<b><u>2,811,002</u></b>

**Wastewater Cash - June 2017**



**STOUGHTON UTILITIES**  
**2017 Statistical Worksheet**

<b>Electric</b>	<b>Total Sales 2016 Kwh</b>	<b>Total Kwh Purchased 2016</b>	<b>Total Sales 2017 Kwh</b>	<b>Total Kwh Purchased 2017</b>	<b>Demand Peak 2016</b>	<b>Demand Peak 2017</b>
January	12,434,016	12,616,291	12,379,222	12,812,545	23,731	23,662
February	11,135,691	11,327,318	10,691,419	10,759,773	21,504	21,934
March	10,581,639	10,809,478	11,785,378	11,607,813	20,668	20,399
April	9,868,197	10,133,681	9,553,672	10,048,660	18,242	18,091
May	10,526,624	10,568,931	10,496,558	10,622,971	20,689	21,934
June	12,461,104	12,841,397	12,688,354	12,662,125	29,731	32,720
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>67,007,271</b>	<b>68,297,096</b>	<b>67,594,603</b>	<b>68,513,887</b>		

<b>Water</b>	<b>Total Sales 2016 Gallons</b>	<b>Total Gallons Pumped 2016</b>	<b>Total Sales 2017 Gallons</b>	<b>Total Gallons Pumped 2017</b>	<b>Max Daily High 2016</b>	<b>Max Daily Highs 2017</b>
January	38,657,000	42,976,000	37,110,000	43,748,000	1,642,000	1,629,000
February	37,426,000	40,703,000	34,905,000	41,145,000	1,877,000	1,780,000
March	38,688,000	42,714,000	38,893,000	40,725,000	1,745,000	1,542,000
April	36,824,000	40,784,000	33,884,000	39,290,000	1,618,000	2,105,000
May	40,240,000	43,744,000	38,370,000	41,634,000	1,754,000	1,732,000
June	41,868,000	49,688,000	41,436,000	46,477,000	2,310,000	1,876,000
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>233,703,000</b>	<b>260,609,000</b>	<b>224,598,000</b>	<b>253,019,000</b>		

<b>Wastewater</b>	<b>Total Sales 2016 Gallons</b>	<b>Total Treated Gallons 2016</b>	<b>Total Sales 2017 Gallons</b>	<b>Total Treated Gallons 2017</b>	<b>Precipitation 2016</b>	<b>Precipitation 2017</b>
January	26,559,000	29,125,000	25,221,000	33,337,000	0.55	2.43
February	23,957,000	26,577,000	23,196,000	27,663,000	0.64	1.34
March	25,438,000	30,379,000	26,255,000	29,882,000	4.07	2.69
April	25,232,000	30,654,000	23,309,000	32,828,000	1.96	6.80
May	27,412,000	30,376,000	26,366,000	34,190,000	3.04	3.62
June	26,768,000	29,147,000	28,347,000	34,688,000	5.64	7.55
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>155,366,000</b>	<b>176,258,000</b>	<b>152,694,000</b>	<b>192,588,000</b>	<b>15.90</b>	<b>24.43</b>



## Stoughton Utilities Activities Report July 2017

### Administration

Robert P. Kardasz, P.E.  
Utilities Director

Customer-driven projects, the STH 138 South reconstruction project, backyard infrastructure conversion work, vegetative management, and Light Emitting Diode (LED) streetlight conversions were the focus of the Electric System during the month. A substation transformer was placed back on line and the distribution system was returned to normal operation. The Meter Division concentrated on inspections and replacements. The Water Division concentrated on scheduled infrastructure replacements, annual distribution system flushing, assisting with the annual infrastructure replacement project, and required monitoring. The Utilities Planning Division coordinated these projects and processed materials for various projects throughout the systems including the West Electric Substation Project, and continuation of the cross-connection and sump pump inspections. The Wastewater Division concentrated on projects at the wastewater treatment facility, cleaning and televising the sanitary sewer collection system, assisting with the annual infrastructure replacement project, and conducting required monitoring. The Technical Operations Division worked with customers to fulfill their financial obligations and addressed a number of technical efforts occurring throughout Stoughton Utilities.

During July, the Utilities Director participated in a Utilities Committee meeting, two Common Council meetings, two Finance Committee meeting, one Leadership Team meeting, a Risk Management Committee meeting, a number of 2016, 2017 and 2018 projects meetings, the selection process for a replacement Wastewater Operator and Apprentice Lineworker, the Stoughton Public Library Annual Mandt Park Truck Day, a WPPI Energy Executive Committee regional meeting, a potential building construction meeting, numerous external and internal meetings, addressed a number of present and potential customer inquiries, provided a tour of the Stoughton Utilities Administration Facility, and welcomed our new Apprentice Lineworker to Stoughton Utilities.

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### Technical Operations Division

Brian R. Hoops  
Assistant Utilities Director

**Customer Payments:** Staff processed 9,109 payments totaling \$1.60 million, including 1,639 checks, 1,997 lockbox payments, 1,057 credit cards, 1,331 *My Account* online payments, 2,018 automated bank withdrawals, 717 direct bank payments, and \$18,300 in cash.

**Delinquent Collections:** As of July 1, there were 1,696 active accounts carrying delinquent balances totaling over \$207,000, and 105 final-billed accounts carrying delinquent balances totaling over \$19,000. Of the total amount delinquent, \$38,800 was 30 or more days past due.

Throughout the warm-weather months, SU will pursue electric service disconnections for delinquent customers, except during designated heat emergencies.

- Throughout the month of July, we mailed out 10-day notices of pending disconnection to 662 customers with delinquent balances.

- On July 25, we delivered automated phone calls to 292 customers providing a 48-hour notice of pending service disconnection.
- On July 26, we delivered automated phone calls to 147 customers providing a 24-hour final notice of pending service disconnection.
- On July 27, we disconnected electric service to 13 customers that remained severely delinquent.
- As of the end of the month, two customers remained disconnected due to non-payment.

We ended the month of June with \$39,900 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 21% lower than this time last year (\$50,400).

**Employee Congratulations:** Congratulations go out to our Billing & Metering Specialist Erin Goldade, who gave birth to a baby boy on July 21, 2017. Erin will remain out on leave until mid-September. In the interim Brandi Yungen, our Customer Service Technician, has assumed all billing and office metering roles.

**Energy Assistance:** During the month of June, energy assistance (EA) payments for two customers totaling \$600 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 Public Benefits Program will continue to issue Crisis Assistance payments until the start of the 2017-18 heating season in October.

**GIS Geometric Networks:** Work continued on the creation of our GIS geometric networks, with the wastewater system complete and the water system nearing completion. Each utility's infrastructure items and attributes, and our system maps, will be analyzed and used to create the geometric network and connectivity rules.

Work on the geometric networks was greatly hindered in July due to a major update to ESRI's Collector and Explorer apps for mobile devices. This update significantly altered how existing services were read from the server, resulting in the apps no longer being able to display system maps and data attributes. ESRI confirmed this was a problem with the application update, and provided several workarounds which partially resolved the issue. An application revision should be released in early August that corrects the problem behavior.

**Information Technology:** Numerous updates were made to the backend code of our public-facing website, as well as the administrative portal. The Rates page was updated to provide more rate details, including tokens to other dynamic site content, and we are in the process of adding a listing of all of our issued press releases, a search feature for the site contents and documents, and a residential customer application for service. The customer application is proving to be especially difficult, as many addresses have multiple utility accounts that may or may not transfer upon moving (example, a tenant may not necessarily be responsible for the stormwater or garage accounts at an address, whereas a new owner might be).

**SCADA Infrastructure and Software Upgrade Project:** Work continued on the electric SCADA upgrade project. Periodic conference calls have been held with OSI as they create the systems at their facility. Our engineering consultant has been performing a lot of the system and database programming remotely via VPN.

Forster Engineering completed their cabinet design specifications for three substations, and bids have been received and awarded to Electrical Power Products, Inc. out of Des Moines Iowa.

The OSI SCADA training offerings and calendar have been reviewed. Members of our linecrew will receive onsite operator training to perform basic SCADA functions and navigation, and we will be sending one lineman to Minneapolis for an in-depth "quick start" training course in December. This training will provide advanced knowledge on operations, data reporting, alarming, trending, and more.



We remain on schedule for a late-September cutover to the new SCADA system. OSI will be onsite the week of August 28 for system implementation and operator training. At that time we will bring one substation online, with the remaining substations to follow.

**Training and Meetings:** Brian participated in numerous internal staff meetings, several SU project and budget meetings, and several staging meetings and conference calls regarding the ongoing Electric SCADA upgrade project. He also attended a Utilities Committee meeting, and a meeting with representatives of the WPPI Energy Executive Committee. Brandi Yungen attended a WPPI Energy Northstar User's Group meeting.

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

Sean O Grady  
Utilities Operations Superintendent

**Aldi's Store:** Preliminary staking and the owner's responsibilities for the new electric service have been reviewed and shared with the general contractor on site.

**Annual Water Main Flushing:** Water operators completed our annual water main flushing program this month. Operators reported minimal water discoloration this year. We believe using directional flushing techniques along, with the increase in water pumping volumes over the past few years, has paid dividends in maintaining excellent water quality throughout the year, and also reduced staff time from six to four weeks to complete the annual flushing program.

**Asplundh Tree Expert Company:** Overhead electric lines on sections of CTH B, CTH N, USH 51, Quam Drive, Skyline Drive, and Old Stage Road, as well as the oak trees skipped during the moratorium, were trimmed this month.

**Electric Services:** During the month of July we installed two temporary services, seven new service installations, five overhead service upgrades, one underground service lateral upgrade, and two service repairs this month.

**First Choice Dental:** All the underground electric infrastructure and metering equipment was installed and energized.

**Fork Truck Replacement:** Our 25 year-old piece of equipment was replaced with a new unit this month. The new unit is capable of picking up larger three-phase padmount transformers.

**Jim's Tree Service:** We continue to work closely with the city's contractor to remove ash trees throughout the city. Staff has been protecting lines with line hose and removing service drops for safe removals. This work has been going on since the first of the year.

**Kwik Trip Store:** All the underground electric infrastructure and metering equipment was installed and energized.

**Library Truck Day:** Staff participated in the annual event with a bucket trucks and our mobile meter reading collection system.

**New URD Primary Extension:** 500 feet of new underground primary cable, along with a standard electric service, was installed to a new home in the Township of Dunkirk. This work was completed at the owner's expense.

**Nordic Ridge Phase I:** A section of primary and secondary cables located along the north edge of the park had to be lowered approximately six feet. Grades established last year by the developer's engineer missed the mark. This work was completed at the developer's expense. This is an expensive example of the importance of setting all final grades prior to completing underground construction work.

**Nordic Ridge Phase II:** Conduits were installed under streets and pedestrian walkways. The primary electric cables are scheduled to be installed in late August, and our crews should have everything energized by mid-September.

**Overhead to Underground Reconstruction Project:** Crews were able to complete the first of two projects scheduled for this year. Our focus continues to be rear-lot-line construction where we have limited access to maintain the overhead distribution lines with conventional equipment.

**Pump Station Raw Water Samples:** All four-production wells were tested for Total Coliform and E coli bacteria this month. We are happy to report all tests came back negative.

**Skaalen Home:** All new underground electric cables and metering equipment on the utility side of the system feeding the campus was installed this month. The next phase of construction will be cutting over the old system to the new cables and retiring the existing overhead distribution lines. This reconstruction project will improve power quality to the campus, and provides Skaalen Home with the ability to feed the new building currently under construction using their privately owned distribution system.

**South Substation, South Transformer Trip:** The substation transformer, relay, and reclosers all tested out with no signs of internal damage from last month's apparent lightning strike inside the substation. The transformer was energized and placed back in service during the first week of July.

**Tower No. III:** Once every five year, the WDNR requires water supply systems to inspect water storage tanks. This year we inspected Tower III on Race Track Road. The inspection was completed using an underwater camera, and everything came back normal. The full report is included in this packet.

**Tractor Supply Store and Cummins Filtration:** The former Kohl's and Pamida building are upgrading and merging their two existing electric services into a single delivery and metering point. Meanwhile, the former Walmart store is being split from one delivery and metering point into two independent services. We are working with Faith Technologies on both of these projects.

**Underground Electric Cable Failures:** We have had three underground cable failures this month. One street light cable, one service cable, and a section of primary cable. The faulted sections of the secondary cables were located and repaired. The faulted primary cable will be replaced with new-jacketed primary cable next month.

**Water Valve Main Line Distribution Leak:** Staff discovered a leaking main-line valve during scheduled directional flushing in the Vennevoll area. Staff uncovered the valve, found the bolts on top of the valve cover deteriorating, and replaced all the hardware. This is the second valve in the past year that we discovered with the same issue.

**Water Excavation Road Patches:** Staff completed our second round of road patches this year with six sites. We normally complete three rounds of road patching per year.

**West Substation Construction Project:** We received and off-loaded the materials for the construction of the substation structure. Construction should begin this fall with an in-service date of early-summer 2018.

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## **Wastewater Division**

Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 1.354 million gallons with a monthly total of 41.874 million gallons.

**2017 Sanitary Sewer Projects:** We continue to work with Strand Associates and Forest Landscape and Construction on this year projects. The contractor has returned to complete surface work on the projects completed earlier this summer, and to begin underground work on Brickson and Manilla Streets.

**Acute and Chronic WET Testing:** This mandatory annual test is underway, and will be completed the first week in August. With the treatment challenges we have been experiencing from a local industry, we may have to postpone or repeat this test.

**Digester Safety Equipment:** New equipment has been ordered and will be installed as it arrives.

**Energy Audit:** Focus on Energy and WPPI Energy Service Representative Cory Neeley completed an energy audit at the treatment facility to determine if there were areas to improve our energy efficiency.

**Nordic Ridge:** The underground construction contractor is resetting two manholes and some pipe after our televising reports indicated back-pitch in several areas.

**Rainfall:** We continued to experience large amounts of rainfall during the month of July, with total precipitation measuring in at 6.60 inches. We have received a total of 32.02” of rainfall year-to-date; for comparison, we were at 20.79” during the same period.

**Sanitary Sewer Municipal Code Changes:** We continue to work with our engineering consultants on new code ordinances for our grease trap program, and other changes to conform to the CMOM requirements.

**Screw Pump Paint Failure:** The paint on both screw pumps have failed after just four years in service. I am working with our consulting engineers and the manufacturer on this issue.

**Sewer System Maintenance:** Staff has been flushing the sanitary sewer collection system, which will continue throughout the summer and into autumn.

**Staffing:** We are currently advertising for a Wastewater Operator to replace a recent resignation. We have hired a LTE for the summer to help out with work in the collection system.

**Treatment challenges:** We have been receiving high-strength waste from a local industry that has significantly disrupted the treatment plant. We are working with this industry to address their discharge.

**Vehicle Challenges:** We have been experiencing mechanical issues with our Jet-Vac sewer-cleaning machine. We have funds budgeted for 2018 to purchase a replacement vehicle, and are currently demoing new trucks from different manufacturers. In the meantime, we have been working with the mechanic at the Department of Public Works and the dealership to address maintenance and repairs.

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## **Finance**

Jamin Friedl

Stoughton Utilities Finance Manager

### **Accomplishments:**

- Completed the 6-year cash flow projections, including forecasted debt issuances, rate adjustments, and project feasibility, and presented to management.
- Completed and submitted wage survey information to the Wisconsin Rural Water Association.
- Determined estimated impact on electric rates per \$1 million of overhead distribution assets converted to underground
- DEED grant webinar.
- Began discussions with Colorado Springs Utilities Grant Coordinator related to possible grant opportunities available to Stoughton Utilities.
- 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 June 2017.

## **In Progress:**

- 2017 budget.
- Prepare recommended position grade and steps for 2018.
- ATC common facilities calculation.
- Provide feedback on WPPI's selected financial and operating ratios.
- Review and revise overhead equivalent credit calculation related to converting overhead services to underground.
- Meet with representative from PMA Financial Network, Inc. to discuss alternative investment options.
- Monthly account reconciliation and reporting for July 2017.

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

Cory Neeley

Stoughton Utilities and WPPI Energy Services Representative (ESR)

- We completed a level one audit with Focus on Energy at the Stoughton Wastewater Treatment Facility. No major energy savings projects were found other than an opportunity to change out some of the existing lighting for LEDs and to remove one pump due to redundancy.
- I met with B&G foods and we placed a meter there to help determine the ability to save energy on a new piece of machinery. We are planning to meet more frequently to help keep up with their current and future facility projects.
- We are hosting a large energy user breakfast on August 10 to talk with the leaders of Stoughton's major commercial and industrial facilities about new ways to look at energy usage and how to get an energy team together. This will also be a networking opportunity for these large customers to meet and discuss energy with their local peers.
- I have met with various residential customers about their usage. Some customers are struggling with higher summer cooling costs.
- We are in the process of completing the video editing for the Tunable Lighting project that occurred at the schools.
- We continue to process submitted rebate forms for our Energy STAR and Smart Thermostat Incentives. These programs have been much more popular than the Tree Power incentive, and submissions have been more steady than the AC Tune-Up incentive.
- We are continuing to work with the Department of Public Works to help with new construction design assistance and will be meeting in early August to go over the floor plan and potential solar siting issues.

*ESR was at Stoughton Utilities on July 6<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 27<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>.*

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

Andrew Paulson

Stoughton Utilities and Municipal Electric Utilities of Wisconsin Regional Safety Coordinator

### **ACCOMPLISHMENTS**

#### **1. Training**

- a. Weekly safety manual review – Reviewed new 2017 APPA manuals

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

- a. Field Inspection – Linemen – Overhead to underground
- b. Field Inspection – Water – Flushing hydrants
- c. Utility Walkthrough – General Inspection
- d. Lockout/Tagout Supplies
- e. SPCC Supplies

**3. Compliance/Risk Management**

- a. Lockout/Tagout Written Program – Annual Review
- b. Hazardous Energy Control Procedures
- c. LOTO Inspections

**GOALS AND OBJECTIVES**

**1. Training**

- a. Weekly Safety Manual Review
- b. Fork Truck - Makeup
- c. Bloodborne Pathogens (Office)
- d. Emergency Action Plan (Office)

**2. Audits/Inspections**

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

**3. Compliance/Risk Management**

- a. Excavation Written Program
- b. Sling Inspections – work with Bryce
- c. Update SDS's

*RSC was at Stoughton Utilities on July 11<sup>th</sup> and 25<sup>th</sup>.*

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



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** August 8, 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.

August 14, 2017	Regular Meeting: Approve Declaration(s) of Official Intent; tour the Wastewater Treatment Facility
August 16, 2017	MEUW / APPA / WPPI Energy joint cyber security exercise
August 24, 2017	Wisconsin Rural Water Outdoor Exposition – Plover
September 13-15, 2017	WPPI Energy (WPPI) Annual Conference – Wisconsin Dells
September 20-22, 2017	Wisconsin Waterworks Association (AWWA) Annual Conference – Wisconsin Dells
September 18, 2017	Regular Meeting: Approve the Stoughton Utilities 2018 Budget including the maintenance of market rates, and five year (2018-2022) Capital Projects Program and recommend it to the Stoughton Common Council
September 27, 2017	City-wide departments open houses
October 1-7, 2017	Public Power Week
October 5, 2017	Public Power Customer Appreciation Day
October 5, 2017	Common Council Budget Workshop
October 17-20, 2017	Wisconsin Wastewater Operators Association (WWOA) Annual Conference – Middleton
October 16, 2017	Regular Meeting: Tour West Electric Substation
October 26, 2017	Stoughton Utilities 2018 Budget and CIP presentation to the Stoughton Common Council
November 9, 2017	Orientation to WPPI Energy – 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
January 16, 2018	Regular Meeting: Stoughton Utilities RoundUp Donation; Declarations of Official Intent
January 17-19, 2018	Municipal Electric Utilities of Wisconsin (MEUW) Superintendents Conference – Wisconsin Dells
February 20, 2018	Regular Meeting: Bad debt write off discussion, approval, and recommendation to the Common Council
February 26 - 28, 2018	American Public Power Association (APPA) Legislative Rally – Washington, D.C.
February 27, 2018	Common Council Meeting: Approve bad debt write offs
March 19, 2018	Regular Meeting: Annual Drinking Water Consumer Confidence Report (CCR)
March 26-29, 2018	Wisconsin Rural Water Association (WRWA) Annual Conference – La Crosse
April 16, 2018	Regular Meeting: Presentation of the Stoughton Utilities 2017 annual audit and management letter, discussion, approval and recommendation to the Common Council; tax-stabilization dividends discussion, approval, and recommendation to the Common Council
April 24, 2018	Common Council Meeting: Approve 2017 annual audit and management letter; presentation of the tax-stabilization dividends
April 29 – May 2, 2018	American Public Power Association (APPA) Engineering and Operations Conference – Raleigh, North Carolina
May 2018, date TBD	WPPI Energy Regional Power Dinner Meeting
May 6-12, 2018	Drinking Water Week
May 14, 2018	Regular Meeting: Annual reorganization and selection of meeting time and date; discuss SU goals
June 2018, date TBD	Orientation to WPPI Energy – Sun Prairie
June 18, 2018	Regular Meeting: Approve and recommend the annual Wastewater Compliance Maintenance Annual Report (CMAR) and Resolution to the Common Council; tour of well no. 5
June 26, 2018	Common Council Meeting: Approve the CMAR; presentation of the Stoughton Utilities 2017 annual audit and management letter
June 2018, date TBD	Municipal Electric Utilities of Wisconsin (MEUW) Annual Conference
July 17, 2017	Regular Meeting: Stoughton Utilities RoundUp Donation; tour of the Stoughton Utilities Administration Building



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**Date:** August 8, 2017  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Communications

July 6, 2017 Press release regarding Municipal Electric Utilities of Wisconsin (MEUW) awarding Stoughton Utilities with a Safety Achievement Award in recognition of safe working practices.

July 17, 2017 Final condition assessment report for Stoughton Utilities Tower III, located at 1273 Racetrack Road, inspected on May 4, 2017.

July 25, 2017 Stoughton Utilities response to the Community Affairs and Council Policy Committee goals.

August 4, 2017 Press release regarding Stoughton Utilities earning national recognition for placing in the tenth in the nation for our customer participation rate in renewable energy purchases.

August 4, 2017 Press release regarding Stoughton Utilities' power supplier, WPPI Energy, entering into an agreement to purchase 132 MW of wind energy from the Bishop Hill III Wind Energy Center.

Encl.





**Stoughton Utilities**

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# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

July 6, 2017

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

### **STOUGHTON UTILITIES RECOGNIZED FOR OUTSTANDING SAFETY RECORD**

Stoughton Utilities is one of 31 community-owned electric utilities in the state to receive a 2016 MEUW Safety Achievement Award for safe working practices during the 2016 calendar year.

In its seventeenth year, the MEUW Safety Achievement Award is a voluntary reporting system that is sponsored by Municipal Electric Utilities of Wisconsin (MEUW), the state association representing Wisconsin's 82 public power communities. The selection criteria for the award is a weighted formula that considers a utility's occupational safety record for the past year, as well as its proactive safety activities, such as conducting employee safety training, developing and maintaining written safety procedures and implementing workplace injury prevention measures.

This is the tenth consecutive year that Stoughton Utilities has received this award.

Award winners were recognized during the MEUW Annual Conference in Madison, June 29. Brian Hoops, Assistant Utilities Director, accepted the award for Stoughton Utilities. "On behalf of the employees of Stoughton Utilities, we are proud to receive this safety award", said Hoops. "The employees earned this award and should be commended for their consistent dedication to safety. Our utility is dedicated to safety – its job number one."

"The MEUW Safety Achievement Award recognizes our member utilities that promote safe work habits, offer regular safety training opportunities to their employees, and who are committed to a safe work environment. These employees perform their jobs in dangerous situations day in and day out, in all weather

conditions. We honor these utilities for establishing a strong safety culture,” said Bob Trussoni, MEUW Board President.

It takes hard work and commitment from the employees on the job site watching out for one another, following safety rules and safe work practices. It also takes commitment from the utility management and governing board to provide the employees with the equipment they need to do the job safely, the training to maintain or improve their skills, and the knowledge, time, and effort to promote proactive safety practices through regular participation in weekly safety meetings, State of Wisconsin apprenticeship programs, the MEUW Safety Program, seminars, workshops, and other continuing education opportunities.

###

Founded in 1886, Stoughton Utilities serves electric customers in Stoughton and the surrounding area; and wastewater and water customers in Stoughton.



# City Of Stoughton

## CONDITION ASSESSMENT REPORT

**Tank Name:**

Tower 3

**Location:**

1273 Race Track Road

**Tank Size and Style:**

600,000 Pedisphere

**Project Number:**

127446

**Inspection Date:**

May 4, 2017

**Inspected By:**

Blake Lafollo

**City Of Stoughton Contact Information:****Administrative:**

Robert Kardasz

**Address:**

P O Box 383  
Stoughton, WI 53589-0383

**Phone/Email:**

608-873-3379  
bkardasz@stoughton.wi.us

**Job:**

Sean Grady

**Utility Service Co., Inc.****Address**

535 Courtney Hodges Blvd  
PO Box 1350  
Perry, GA 31069

**Fax, Email and Website**

Fax: 478.987.2529  
Email: [help@utilityservice.com](mailto:help@utilityservice.com)  
Website: [www.utilityservice.com](http://www.utilityservice.com)

**Customer Service Information**

Paula Jones  
800.942.0722

# Summary

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All interior tank surfaces were inspected with a submersible remotely operated vehicle (ROV) to assess the overall coatings and structural conditions while allowing the tank to remain in-service. The ROV unit is strictly used for potable water use, and was disinfected consistent with AWWA C652-Method 2 prior to entry into the tank.

The tank will be scheduled for a visual inspection in 2018.

## Work Completed During Inspection

- **Level Indicator:** Level indicator was repaired at the inspection.

## Work To Be Completed

- **Sediments:** Sediment is present in bottom of tank. Tank will be cleaned at next scheduled washout.

# Coating Type & Conditions

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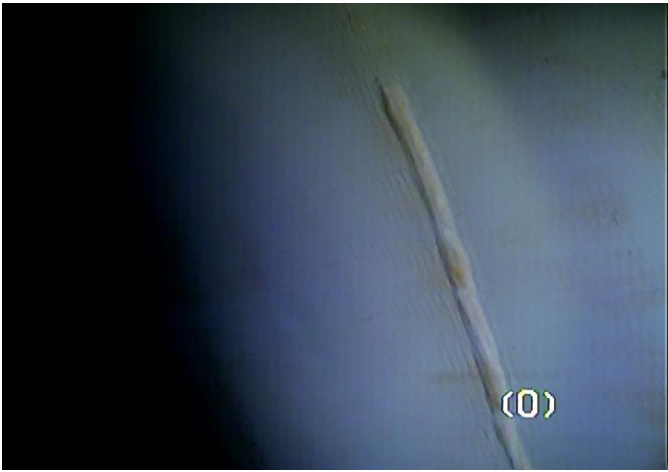
- **Interior Coating Condition:** Interior coating is in good condition and continues to protect the substrate.
- **Exterior Coating Condition:** No deficiencies noted in the exterior coating.
- **Logo Condition:** No deficiencies noted.
- **Dry Interior Condition:** No deficiencies noted in the dry interior coating.



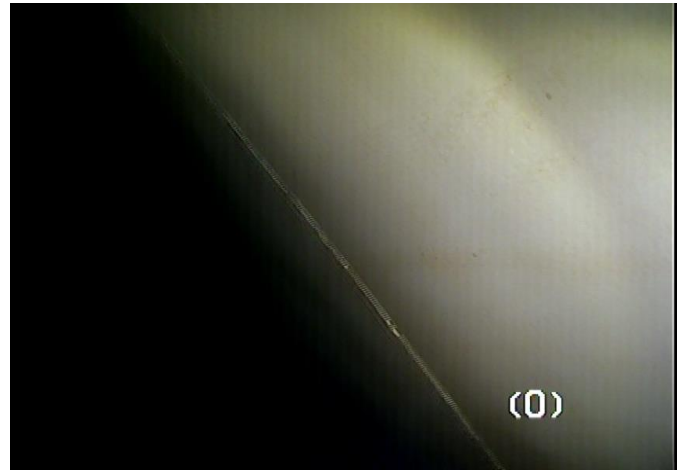
Interior Coating Roof



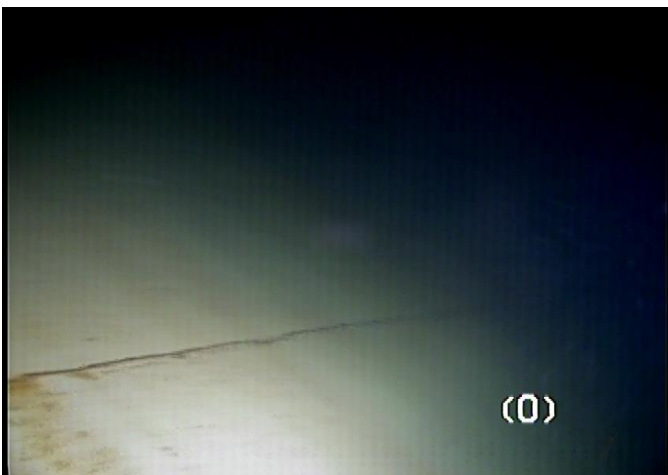
Interior Coating Roof



ROV Interior Coating



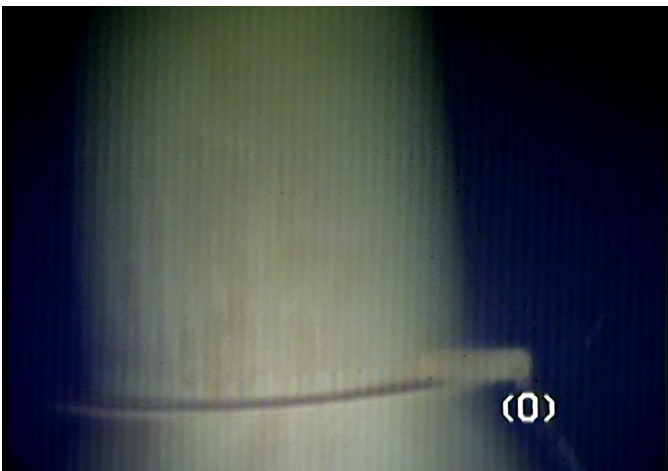
ROV Interior Coating



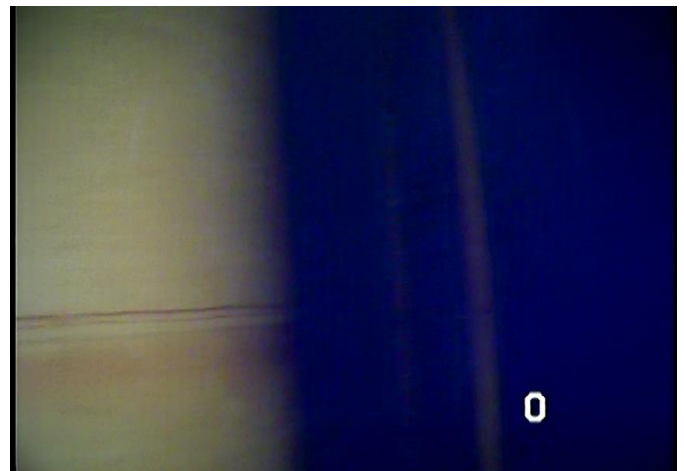
ROV Interior Coating



ROV Interior Coating



ROV Interior Coating



ROV Interior Coating



Exterior Coating



Exterior Coating Logo



Exterior Coating Logo



Exterior Coating Bowl



Exterior Coating Bowl



Exterior Coating





Exterior Coating Funnel



Exterior Coating Roof



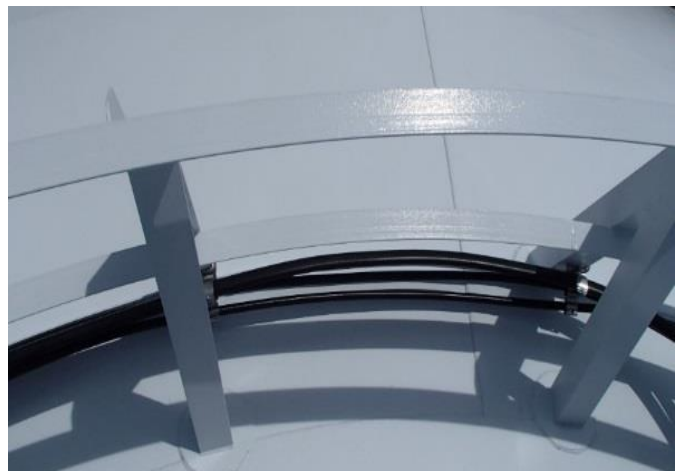
Exterior Coating Roof



Exterior Coating Roof



Exterior Coating Roof



Exterior Coating Roof



Dry Interior Coating Funnel



Dry Interior Coating Pedestal



Dry Interior Coating Bowl



Dry Interior Coating Dry Riser

## Safety

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- **Safety Climbing Devices:** Ladders are equipped with secured safety climb devices.
- **Access Hatch1:** No deficiencies noted.
- **Access Hatch2:** Good





Safety Climb on Access Ladder



Dry and Wet Interior Access Hatches

## Sanitary

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- **Vent Screen:** No deficiencies noted with vent screen.
- **Overflow Pipe Screen Flapper:** Overflow pipe is equipped with screen. No deficiencies noted with screen.
- **Evidence Of Foreign Matter:** No evidence of foreign matter observed.
- **Sediments:** Sediment is present in bottom of tank. Tank will be cleaned at next scheduled washout.



Vent Screen



Overflow Screen

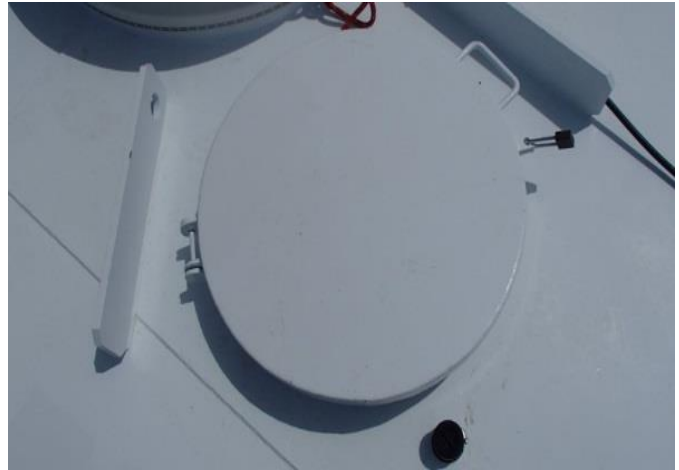
## Security

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- **Fence Around Site:** Tank is not located inside a fenced-in area.
- **Ladder Gate/Access Door:** Tank has a door access to the interior dry ladder and the door was locked.
- **Access Hatch Locked:** Access hatch is locked and secured.
- **Evidence Of Vandalism:** No evidence of vandalism was found.



Tank access Door Locked



Wet Interior Access Hatch Locked

## Structural

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- **Foundation:** Foundation appears in good condition and there is no erosion occurring around foundation.
- **Access Ladders:** No deficiencies noted for dry-side access ladder stiles, rungs and connections.
- **Anchor Bolts:** Anchor bolts are protected and show no rust or corrosion.
- **Watertight Conditions:** There are no visible leaks at the time of the inspection.
- **Interior Ladders:** No deficiencies noted for the interior ladder stiles, rungs and connections.
- **Roof:** The interior roof does not have roof beams. No deficiencies noted.
- **Vents:** No deficiencies noted with vent.
- **Overflow Pipe:** No deficiencies noted. Overflow pipe extends to ground level.
- **Welds:** No deficiencies noted with weld seams.
- **Level Indicator:** Level indicator was repaired at the inspection.



Foundation



Exterior Base Structure



Dry Interior Funnel



Dry Interior Funnel Landing



Dry Interior Bowl Landing



Wet Interior Boiler Manway



Riser/Roof Gap



Vent Structure

### **Steel Tanks**

The determinations and recommendations made within this report with respect to the condition of the steel structure, integrity, or other surface defects are based upon visual observations made during the inspection. Extensive testing or investigation of the steel to determine the extent of the metal loss or capacity of the structure was not completed.

**City Of Stoughton  
ATTN: Sean Grady  
P O Box 383  
Stoughton, WI 53589-0383**





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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** July 25, 2017

**To:** Lana Kropf  
Stoughton City Clerk

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

**Subject:** Community Affairs and Council Policy (CA/CP) Committee Request

As requested, I have provided my comments on behalf of Stoughton Utilities (SU) on the goals submitted by the Stoughton Common Council. Please provide the following information to the CA/CP Committee:

#### IMPROVE INTERNAL/EXTERNAL COMMUNICATIONS

- *An oral report by all commissions, Task Forces, or non-Council Committees be given*

One department will provide a report per each Common Council meeting? Either a SU staff representative or the Council Liaison of the Utilities Committee will be prepared to give an up to 15-minute oral report annually when scheduled to do so. SU currently provides a thorough written activities report monthly to the Utilities Committee, and welcomes the opportunity to expand upon this to the full council.

- *Develop plan for website and social media communications/document storage etc.*

The SU website is recognized as customer-friendly, and provides timely information to our customers including current news, seasonal incentives, energy efficiency tips, electronic copies of billing statement inserts, construction updates, customer service policies, and more.

Customers can log in to *My Account* online to make real-time updates to their utility account, including enrolling in optional billing and payment programs, updating their billing contact information, selecting paperless E-Billing and AutoPay, view their billing and consumption history, and more.

Over 3,500 active customers (38%) have visited our website and registered for *My Account* online. Over 1,400 active accounts (15%) elect to receive paperless E-Billing statements. Over 1,280 active accounts (14%) are paid online through our website each month. Stoughton Utilities is recognized amongst our utility peers as a model for online customer engagement and participation. Visit <https://stoughtonutilities.com/> to log in to *My Account* for more information.

The SU website includes online document storage including regulatory notices; Utilities Committee meeting notices, minutes, and packets; monthly billing statement inserts; customer enrollment and signup forms; and more. Visit <https://stoughtonutilities.com/downloads> for more information.

## PROCESS FOR COMMITTEE/COMMISSION APPOINTMENTS

- *Develop procedure/ application process and timeline for community member commissions and committee appointments*

By ordinance, the Utilities Committee consists of the Mayor, three Alderpersons, and three citizen members who reside within the City of Stoughton. Also by ordinance, the citizen members are appointed by the Mayor.

## BUDGET PROCESS

- *Create a budget process that includes input from all Standing Committees*

The annual budget and five-year capital improvements plan for Stoughton Utilities is presented to and approved by the Utilities Committee, and recommended for approval to the Common Council Committee of the Whole and the Common Council.

All proposed electric and water rate increases are presented to the Utilities Committee prior to the application to the Wisconsin Public Service Commission (WPSC) to begin a regulatory rate review. All proposed electric and water rate increases are set by the WPSC following the application, and reported to the Utilities Committee and Common Council.

All proposed wastewater rate increases are presented to and approved by the Utilities Committee, and recommended for approval to the Common Council.

## ORDINANCE REVIEW PROCEDURE

- *Have committees review our ordinances to make sure they comply with state law/statutes and make sure they do not conflict with other ordinances.*

The Utilities Committee approves and recommends approval of all revisions to Chapter 74 of the City of Stoughton Municipal Code of Ordinances to the Common Council.

Stoughton Utilities is regulated by the Wisconsin Public Service Commission and the Wisconsin Department of Natural Resources, and SU follows all regulations as published by these state regulatory bodies. SU subscribes to the Wisconsin Department of Administration's email notification service to receive regular notifications for all proposed, pending, and active changes to Wisconsin State Statutes and regulatory administrative code updates.

## SIDEWALK/SPECIAL ASSESSMENT POLICY

- *Look at policy to review how we can assist our citizens to replace the lead pipes to houses when we are replacing sidewalks and utilities and upgrading our roads*

SU is currently prevented by state law from administering, performing, or funding the replacement of privately owned lead water service laterals, as well as from performing any other improvements on private property, unless fully reimbursed by the property owner.

Unless the state laws change, Stoughton Utilities is unable to assist our citizens with lead service replacement, with the exception of public education efforts, which SU already actively engages in. It is possible for the City of Stoughton to administer such a program via a low-interest loan and special assessment process, however this effort cannot be funded using utility ratepayer funding.

## IMPROVE EFFICIENCY AND COMPLIANCE OF CITY COUNCIL MEETINGS

- *Alder come to Council Meeting prepared. Questions regarding packet information made in writing 3 days prior to Council meeting to allow for response by staff.*

I suggest questions regarding Common Council packets be cc'd to the oversight committee chair and the corresponding Leadership Team member at least three business days prior to the Common Council meeting. For questions regarding Stoughton Utilities, I further suggest that the questioner speak with the Utilities Director or Assistant Utilities Director for clarification regarding Utilities Committee or Common Council packet information.

- *Implement process/plan to send out agenda and supporting documents 7 days prior to meetings.*

All Utilities Committee meeting packets are available on the SU website at least seven days prior to any regularly scheduled meeting. Email notifications are provided to Utilities Committee and Common Council members notifying them of the availability of meeting materials at least seven days prior to any regularly scheduled meeting. The Utilities Committee draft packet is provided to the Utilities Committee Chairperson at least eleven days prior to any regularly scheduled meeting for their review and approval.

## MISCELLANEOUS

- *Look at ways to reduce spending through energy saving lighting, heating and cooling etc. with city owned buildings and park structures. Perhaps look at alternative energy sources.*

Stoughton Utilities works regularly with the Planning Department as well as individual Leadership Team members and project contractors regarding energy efficiency and renewable energy opportunities. SU engages the assistance of the WPPI Energy / Stoughton Utilities Energy Services Representative (ESR) as an energy efficiency expert, and the ESR works regularly with other city departments on energy efficiency efforts.

Stoughton Utilities and WPPI Energy offers our biannual Municipal RFP for Energy Efficiency program, which provides funding for municipal energy efficiency efforts. We also offer grants



and funding for community-based municipal renewable energy projects for alternative energy sources.

Stoughton Utilities also offers our Green Power for Business program, which allows any customer to choose to purchase a part of, or all of their energy consumption from renewable energy sources. Stoughton Utilities is a proud purchaser of Renewable Energy for our utility operations, including our administration office, groundwater pumping at our wells, and wastewater treatment at our plant. This same offering is available to all City departments should they choose to participate.

- *Get utility to create long-term plan to move power lines underground by a section of the City at a time.*

The Utilities Committee has discussed comprehensive planning, potential venture capital acquisition, and special assessment opportunities for this project. Considering that this is a conservatively \$131 million project, and that it would require the utility to prematurely retire infrastructure with significant remaining useful life, such projects are not recommended at this time.

Should the Common Council choose to pursue such an endeavor, I recommend that the Common Council select an area for SU to address. Any such project would unfold as per the following estimated best-case timeline:

Year One:

Receive a directive from the Common Council to proceed with the project.

Work with an accounting consultant to determine the feasibility of increasing our existing plant infrastructure value from the present \$28.3 million, installed over the last 110 years, by over \$131 million project (minus overhead plant retirement).

Prepare a cash flow analysis and projection.

Include the project in the SU Budget.

Year Two:

Prepare an application and submit a CA to the Wisconsin Public Service Commission (WPSC) for their regulatory review and action of approval or denial.

Conduct an electric rate review and adjustment request to the WPSC. Rate increases are anticipated to be 0.65% increase per \$1 million spent, regardless of construction funding source.

Pursue mortgage revenue bonding if necessary.

Begin engineering design, develop plans and specifications, begin to seek private property easement acquisitions, contract with attorney for preparation of property condemnation as necessary. Seek funding for the above, which is not included in the initial \$131 million estimate.

Initiate construction coordination with communication utilities that have existing infrastructure on our poles. Receive cost estimates for communication line relocation from those utilities that voluntarily choose to participate.

Year Three (and beyond):

Implement revised rates to fund project construction, and/or anticipated ongoing maintenance of new infrastructure plant in service. Implement rate increases for other adjustments for the remainder of the distribution system and operations.

Begin bidding for purchase of project materials and construction. Award contracts and begin construction.



**Stoughton Utilities**

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## **News Release**

### **Stoughton Utilities**

FOR IMMEDIATE RELEASE

August 4, 2017

Contact: Robert Kardasz, Utilities Director

### **Stoughton leads nation in use of renewable energy** *Program's success ranks among top ten in U.S.*

Stoughton Utilities recently earned national recognition for its leadership in the use of renewable energy. The utility ranked tenth in the nation on the U.S. Department of Energy's National Renewable Energy Laboratory (NREL) annual list of leading utility green power programs by customer participation rate.

Based on 2016 customer participation, 5.00 percent of utility customers in Stoughton purchased green power equal to all or a portion of their electricity usage. NREL will release the 2017 national average for customer participation later this year.

"We're very grateful to our community for their enthusiastic response to our renewable energy programs," Robert Kardasz, Utilities Director said. "Making the NREL lists shows that even small communities can make a difference when we work together."

Community members in Stoughton purchase electricity from clean, green sources by participating in their utility's Renewable Energy and Green Power for Business Programs. Customers pay \$3.00 per month for blocks of renewable energy equal to some or all of their monthly electric usage. A block is the equivalent of 300 kilowatt-hours of electricity. Stoughton Utilities customers can choose to purchase enough blocks to cover some or all of their energy

usage each month. This reduces the amount of energy generated by coal, oil and natural gas. The utility's renewable programs are provided through its nonprofit power supplier, WPPI Energy, and Stoughton Utilities is a member-owner of WPPI Energy.

Using information provided by utilities, NREL develops "Top 10" rankings of utility programs in the following categories: total sales of renewable energy to program participants, total number of customer participants, customer participation rate, and green power sales as a percentage of total utility retail electricity sales. The lists are compiled each year based on United States utilities' green power program performance in the previous year.

NREL is the U.S. Department of Energy's primary national laboratory for renewable energy and energy efficiency research and development. To view NREL's "Top 10" lists for 2016, visit <http://www.nrel.gov/analysis/green-power.html>.

Stoughton Utilities customers can easily enroll or increase their participation in the Renewable Energy Program by logging in to *My Account* online, or can learn more about the program and its benefits to the environment and our community at [stoughtonutilities.com/renewable](http://stoughtonutilities.com/renewable).



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# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

August 4, 2017

Contact: Robert Kardasz, Utilities Director

### **Stoughton Utilities Announces Cost-Effective New Wind Energy Resource** *Community's Power Supply Will Be More Than 40% Emission-Free*

Utility customers in Stoughton will soon receive even more of their electricity from cost-effective renewable energy thanks to a recently announced agreement between Stoughton Utilities' not-for-profit wholesale power supplier, WPPI Energy, and Invenergy. Under the agreement, WPPI Energy will purchase the output from Invenergy's 132-megawatt Bishop Hill III Wind Energy Center.

"This highly cost-effective resource is an excellent addition to our utility's power supply, said Utilities Director Robert Kardasz. "When Bishop Hill III comes online in 2018, we will more than double the amount of energy we receive from wind resources, and our power supply will be more than 40 percent emission-free."

The wind energy center, which will be constructed in Henry County, Illinois, is expected to begin commercial operation in 2018. WPPI Energy will purchase the electricity from Bishop Hill III through mid-2040 in order to serve to serve its 51 member utilities across Wisconsin, Upper Michigan and Iowa, including Stoughton Utilities.

“We project that Bishop Hill III will be more cost-effective than other opportunities currently available to meet our member communities’ long-term needs,” said Mike Peters, president and CEO of WPPI Energy.

The addition of Bishop Hill III will bring to more than 20 percent the total portion of Stoughton Utilities’ power supply that comes from renewable energy. The agreement represents WPPI Energy’s largest renewable energy purchase to date.

# # #

*Stoughton Utilities is a member of WPPI Energy, a regional power company serving 51 locally owned electric utilities. Through WPPI Energy, these not-for-profit utilities share resources and pool their purchasing power to provide reliable, affordable electricity to more than 200,000 homes and businesses in Wisconsin, Upper Michigan and Iowa. For more information about Stoughton Utilities, visit [stoughtonutilities.com](http://stoughtonutilities.com).*

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Founded in 1886, Stoughton Utilities serves electric customers in Stoughton and the surrounding area, and wastewater and water customers in Stoughton.



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** August 8, 2017

**To:** Stoughton Utilities Committee

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

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

The following items from prior Stoughton Utilities Committee Meeting(s) were reported to, or acted upon by the Stoughton Common Council at their July 25 meeting:

Consent Agenda:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee June 19, 2017 Meeting Minutes
- Stoughton Utilities May 2017 Financial Summary
- Stoughton Utilities May 2017 Statistical Report

Business:

- None



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**Date:** August 8, 2017  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities personnel status

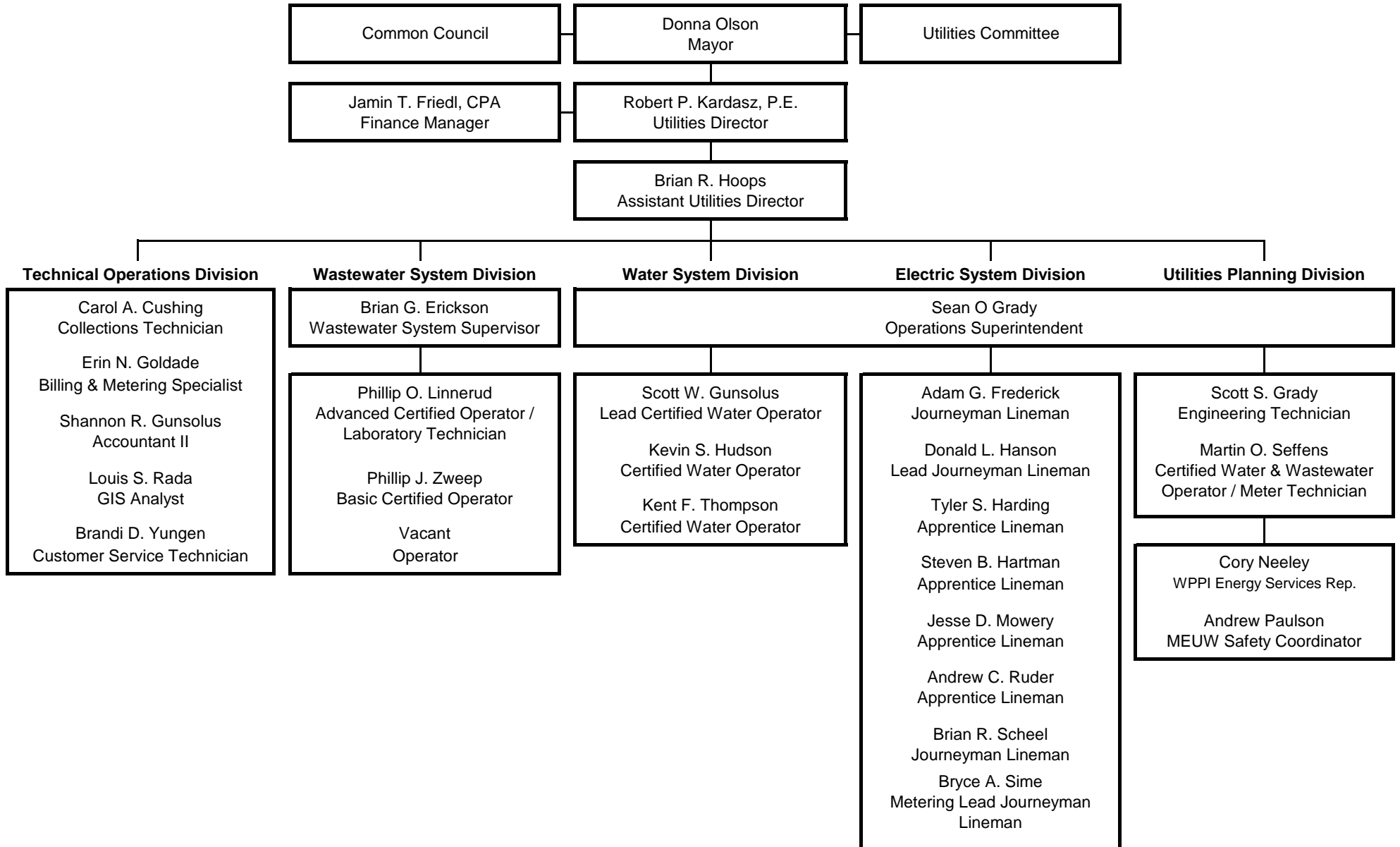
It was reported at the July 17, 2017 meeting of the Utilities Committee that Stoughton Utilities had two vacancies due to recent resignations, and that the recruitment process to select qualified candidates to fill each of these vacancies was under way.

On July 25, 2017 we filled the Apprentice Lineman vacancy by hiring Jesse D. Mowery. Mr. Mowery comes from Stoughton and has completed preliminary electric power distribution technical training at Southwest Wisconsin Technical College. He will begin in the second year of the four year apprenticeship program.

The recruitment process for the Wastewater Operator vacancy continues, with the interviews of five candidates expected to occur the week of August 14, 2017.

Encl.







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**Date:** August 8, 2017

**To:** Stoughton Utilities Committee

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

**Subject:** WPPI Energy Annual Meeting

The WPPI Energy Annual Meeting will be held on September 14 and 15 at the Glacier Canyon Lodge, Wilderness Resort in Wisconsin Dells.

WPPI Energy is providing one hotel accommodation scholarship per member for an elected or appointed official who attends the annual meeting. If you are interested in being considered for the scholarship, please indicate so on your registration. Stoughton Utilities will reimburse mileage expenses for your travel to and from the meeting.

You can register online at <http://wppienergy.org/annualmeeting> or by contacting utility staff.



**WPPI ENERGY  
ANNUAL MEETING  
SEPT. 13-15, 2017**

**DOING MORE**  
*Together*

WPPI Energy invites you to attend its 2017 annual meeting to be held at the Glacier Canyon Lodge - Wilderness Resort in Wisconsin Dells, Wis.

## ACCOMMODATIONS

GLACIER CANYON LODGE, WILDERNESS RESORT

45 Hillman Rd • Wisconsin Dells, WI 53965

Local: 608-254-1020 • Toll Free: 800-867-9453 • [wildernessresort.com](http://wildernessresort.com)

Request the WPPI Energy room block #448596.

The rate of \$99 expires Monday, August 21.

## REGISTRATION

[wppienergy.org/annualmeeting](http://wppienergy.org/annualmeeting)

608-834-4537

Contact Kayla Pierce,  
Marketing & Outreach Coordinator,  
with any questions.

PLEASE  
RESPOND BY  
FRIDAY, SEPT. 1

## SCHOLARSHIP OPPORTUNITY

WPPI Energy will provide one hotel accommodation scholarship per member for an elected or appointed public official who attends the annual meeting. If applicable, decide locally which official will use the scholarship and indicate so in the registration process.

## PLEASE JOIN US!

Community is what matters most to our 51 not-for-profit, locally owned member utilities. Year after year, decade after decade, members provide significant value to those they serve. Joint action through WPPI Energy helps members preserve and enhance this value for the long term. From building a reliable, diverse power supply and an effective voice for advocacy to creating a comprehensive array of cost-effective support services, our members have always done their best work together.

Now, as we face the changing world together, there is more work ahead. Today, as always, and for the benefit of our communities, WPPI Energy members are ready to do more together.

We hope you will be able to attend this year's annual gathering of members and staff to learn more about important industry issues and the ways in which our utilities are preparing for the future.

**#WPPIEnergyAnnualMeeting**

# PRE-MEETING ACTIVITIES

## WEDNESDAY, SEPTEMBER 13

### Public Power Open

In an effort to expand participation in our annual golf event, we have given it a name and will try a new scramble-style format. The inaugural Public Power Open will be held at Trappers Turn, a uniquely challenging championship course carved through the scenic canyons of Wisconsin Dells. If you have a preference for your pairings, please let us know in advance. We will coordinate foursomes for those interested. Tee times will begin at 10:00 a.m. The cost is \$72 per player and includes 18 holes, green fees and cart. Appropriate dress is required.

### Original Wisconsin Ducks Tour

For those interested in riding on the Original Wisconsin Ducks, a complimentary tour will be offered at 3:00 p.m. (weather permitting). The Ducks Tour will begin in the lobby of the Glacier Canyon Lodge. Join us in exploring the beauty that the Wisconsin Dells has to offer!

### Hosted Reception

Join friends and colleagues on the Wilderness Room Patio from 4:30 p.m. – 7:00 p.m. for a casual grill-out style dinner and refreshments.

## AGENDA

### THURSDAY, SEPTEMBER 14

7:30 a.m.	<b>Breakfast buffet</b>	Sandstone 27
8:45 a.m.	<b>Program</b>	Sandstone 1456
Noon	<b>Lunch</b> Member awards program & milestone anniversary recognition  The History of WPPI Energy Special guest: <b>Mike Stuart</b> Former Executive Vice President and COO (Retired), WPPI Energy	Sandstone 27
4:00 p.m.	<b>Adjourn</b>	
5:30 p.m.	<b>Reception &amp; dinner</b> Thursday evening will be a casual event with cocktails, dinner, outdoor lawn games and entertainment provided by a walking magician. Dinner will be an offering of specialty food stations.	Sandstone 27

### FRIDAY, SEPTEMBER 15

7:30 a.m.	<b>Breakfast buffet</b>	Sandstone 27
8:00 a.m.	<b>Board of Directors meeting</b> Special guest: <b>Steve Faber</b> , Managing Director, PFM Asset Management, Princeton, N.J.	Sandstone 1456
Noon	<b>Lunch</b>	Tundra DE

## PROGRAM PREVIEW

### State of WPPI Energy in 2017

**Mike Peters**  
CEO, WPPI Energy

**Jeff Feldt**  
Board Chair, WPPI Energy  
General Manager, Kaukauna Utilities

### Power Supply Resource Partnership and Industry Issues Outlook

**Mike O'Sullivan**  
Senior Vice President of Development  
NextEra Energy Resources  
Juno Beach, Fla.

### Perfecting the Customer Experience

**David Saxby**  
CEO, Measure-X  
Phoenix, Ariz.

### Business Customer Panel: Perspectives on the Utility-Customer Relationship

**Richard Petersen**  
Superintendent, Technical Services & Reliability  
Expera Specialty Solutions  
Kaukauna, Wis.

**Steve Krueger**  
Special Projects Manager  
Steel King Industries  
New London, Wis.

**Jedd Winkler**  
Energy Programs Manager - Facilities Operations  
Aurora Health Care  
Milwaukee, Wis.

## KEYNOTE



### THE NEXT SEVEN YEARS

**Byron Reese**  
CEO & Publisher, Gigaom, Austin, Texas

Byron Reese's inspiring sense of optimism will come shining through as he predicts how certain emerging technologies, demographical and societal changes will unfold and impact businesses in the next seven years. The high-tech trailblazer, author and entrepreneur will frame the future with possibility and opportunity as he discusses how companies—including electric utilities—might position themselves to succeed for the long term.

## *Wisconsin*

Algoma  
Black River Falls  
Boscobel  
Brodhead  
Cedarburg  
Columbus  
Cuba City  
Eagle River  
Evansville  
Florence  
Hartford  
Hustisford  
Jefferson

Juneau  
Kaukauna  
Lake Mills  
Lodi  
Menasha  
Mount Horeb  
Muscodia  
New Glarus  
New Holstein  
New London  
New Richmond  
Oconomowoc  
Oconto Falls  
Plymouth

Prairie du Sac  
Reedsburg  
Richland Center  
River Falls  
Slinger  
Stoughton  
Sturgeon Bay  
Sun Prairie  
Two Rivers  
Waterloo  
Waunakee  
Waupun  
Westby  
Whitehall

## *Michigan*

Alger Delta CEA  
Baraga  
Crystal Falls  
Gladstone  
L'Anse  
Negaunee  
Norway

## *Iowa*

Independence  
Maquoketa  
Preston



The way energy should be

1425 Corporate Center Drive  
Sun Prairie, WI 53590-9109  
Ph: (608) 834-4500

[www.wppienergy.org](http://www.wppienergy.org)



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**Date:** August 8, 2017  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Employee succession planning for 2017 and beyond

Stoughton Utilities initiated succession planning in 1998, and complete the task annually in an effort to position the utility for the future. We have completed our plan for 2017 and I have shared the results with our supervisors. We anticipate the following retirements at this time:

2017 to 2022	5 employees
2022 to 2027	3 employees
2027 to 2032	5 employees
2032 to 2037	1 employee
2037 to 2042	6 employees
After 2042	5 employees

One vacancy exists in the organization and is expected to be filled in August 2017. We anticipate two new positions to be created as part of our 2018 budget as succession planning efforts to prepare for upcoming retirements.

Additional considerations:

- Our assumption for succession planning is that all employees shall elect to retire at Stoughton Utilities and not accept employment elsewhere. Obviously, that is not always the case.
- All position descriptions have been reviewed and updated since January 1, 2014 and shall be reviewed at least every three years thereafter.
- As of January 1, 2016, all employees were being compensated at the municipal utilities market wage and received a competitive benefit package.
- As of January 1, 2017, all employees were moved to the city compensation system, and many are close to or at their maximum pay. Fifteen of our 25 employees are located above midpoint on the city's compensation system. Employee retention is now an issue.
- In 2017 to date, we have had six employees request reconsideration of their compensation. Four existing position descriptions and two new position descriptions have been passed and await compensation assignment. The compensation program for our four Apprentice Lineman await review and approval.





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**Date:** August 8, 2017

**To:** Stoughton Utilities Committee

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

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

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



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**Date:** August 8, 2017

**To:** Stoughton Utilities Committee

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

**Subject:** Tour of the Stoughton Utilities Wastewater Treatment Facility

A tour of the Stoughton Utilities Wastewater Treatment Facility located at 700 Mandt Parkway is scheduled to take place immediately following the August 14, 2017 meeting of the Stoughton Utilities Committee.