



# 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, February 17, 2020 at 5:30 p.m.  
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office  
600 South Fourth Street, Stoughton, Wisconsin  
Members: Citizen Member David Erdman (Chair), Alderperson Ben Heili, Alderperson Regina Hirsch, Alderperson Greg Jenson, Citizen Member John Kallas, Mayor Tim Swadley (Vice-Chair), Citizen Member Dustin Thoren

## AGENDA:

### CALL TO ORDER

### CONSENT AGENDA

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

- a. Draft Minutes of the January 30, 2020 Regular Utilities Committee Meeting
- b. Stoughton Utilities January Payments Due List Report
- c. Stoughton Utilities December Financial Summary
- d. Stoughton Utilities December Statistical Report
- e. Stoughton Utilities January Activities Report
- f. Communications

### OLD BUSINESS

1. Status of the Utilities Committee Recommendation(s) to the Stoughton Common Council  
**(Discussion)**

### NEW BUSINESS

2. Ordinance to Create Section 74-16 of the City of Stoughton Code of Ordinances, Relating to Water Cross Connection Control **(Action)**
3. Ordinance to Create Section 74-2(f) of the City of Stoughton Code of Ordinances, Relating to Relocation of Sewer Connections **(Action)**
4. Bad Debt Account Write-Offs through December 31, 2019 **(Action)**
5. Sample Statewide Ordinances for Lead Service Line Replacement Programs **(Discussion)**
6. Utilities Committee Future Agenda Item(s) **(Discussion)**

### ADJOURNMENT

#### Notices Sent To:

Stoughton Utilities Committee Members  
Stoughton Utilities Director Jill M. Weiss, P.E.  
Stoughton Utilities Assistant Director Brian Hoops

cc: Stoughton Assistant Director of Finance & City Treasurer Ryan Wiesen  
Stoughton City Attorney Matthew Dregne  
Stoughton Common Council Members  
Stoughton City Clerk Holly Licht  
Stoughton Deputy Clerk Candee Christen  
Stoughton Leadership Team  
Stoughton Utilities Electric System Supervisor Bryce Sime  
Stoughton Utilities Operations Superintendent Sean Grady  
Stoughton Utilities Water System Supervisor Kent Thompson  
Stoughton Utilities Wastewater System Supervisor Brian Erickson  
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 Brian Hoops via telephone at (608) 877-7412, or via email at [BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com).

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

Upon reasonable notice, efforts will be made to accommodate the needs of 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>.

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Thursday, January 30, 2020 – 5:30 p.m.

Stoughton, WI

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

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

**Excused:** Alderperson Regina Hirsch

**Absent:** None

**Others Present:** Stoughton Director of Finance & Comptroller Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Operations Specialist Martin Seffens, Stoughton Utilities Director Jill Weiss, Stoughton Assistant Director of Finance & City Treasurer Ryan Wiesen

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

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

Motion by Jenson, the motion seconded by Kallas to approve the following consent agenda items as presented:

- a. Draft Minutes of the November 18, 2019 Regular Utilities Committee Meeting
- b. Stoughton Utilities November Payments Due List Report
- c. Stoughton Utilities December Payments Due List Report
- d. Stoughton Utilities October Financial Summary
- e. Stoughton Utilities November Financial Summary
- f. Stoughton Utilities October Statistical Report
- g. Stoughton Utilities November Statistical Report
- h. Stoughton Utilities November Activities Report
- i. Stoughton Utilities December Activities Report
- j. Communications

The motion carried unanimously 6 to 0.

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

**Consent Agenda:**

1. Minutes of the October 14, 2019 Regular Utilities Committee Meeting
2. Stoughton Utilities October Payments Due List Report
3. Stoughton Utilities September Financial Summary

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Thursday, January 30, 2020 – 5:30 p.m.

Stoughton, WI

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4. Stoughton Utilities September Statistical Report
5. Presentation of the Proposed Electric Rate Application Filing

## Business:

1. Change Order No. 3 to the 2019 Street and Utility Construction Project

Discussion followed.

**Stoughton Utilities 2019 Annual LED Holiday Light Customer Incentive:** Stoughton Utilities staff presented and discussed the recent LED holiday light customer incentive that ran throughout the holiday season. This year SU conducted a food drive for the City of Stoughton Food Pantry. Customer participation was significantly higher than in past years, and 377 customers donated more than 1,700 pounds of non-perishable food items. Discussion followed.

**Stoughton Utilities Round-Up Program:** Stoughton Utilities staff presented and discussed the Stoughton Utilities Round-Up Program. A brief description and history of staff's efforts to recruit new organizations to apply for funding was provided to the committee. This is the second of two donations to be made using 2019 program funding, with an applicant pool of 15 local non-profit organizations. Discussion followed.

Motion by Erdman, the motion seconded by Heili, to donate \$1,000 from the Stoughton Utilities Round-Up Program fund to Housing Advocacy Team of Stoughton. The motion carried unanimously 6 to 0.

**Reallocation of 2020 Wastewater Capital Improvement Project Funding:** Stoughton Utilities staff presented and discussed the planned 2020 utility reconstruction project design for the sanitary sewer replacement along Prospect Street. Presently, the sanitary sewer runs along the river, which poses access and environmental challenges. Staff presented a plan to reroute the existing sanitary sewer flow through several reconstruction efforts, which would allow the utility to abandon the sewer along the river.

Homeowners in this project area would install new privately-owned laterals at their expense to connect to the new sanitary sewer main that would be installed. Staff informed the committee that the legal requirements regarding mandatory connection are still under review by the city attorney. Staff will be strongly recommended to homeowners that they connect due to the age and condition of the existing laterals, the potential for environmental damage, and the potential for reduced installation costs if installed in cooperation with the planned reconstruction project and lead later replacements.

Funds for this revised project scope are available in the previously approved 2020 Wastewater Utility Capital Improvement Plan, but would require funds to be reallocated from other planned projects.

Motion by Erdman, the motion seconded by Jenson, to approve the proposed reallocation of approved 2020 CIP funds and direct staff to proceed with the project redesign, contingent upon a legal opinion being received from the City Attorney concluding that existing ordinances do not mandate immediate customer connection to the new sewer main, and recommend approval to the Stoughton Common Council. The motion carried unanimously 6 to 0.

**Lead Service Line Replacement Program Status Report:** Stoughton Utilities staff provided the committee with a draft framework for a program to eliminate lead services in the City of Stoughton by 2035. The program's goal is to continue to educate the public, eliminate all known public-only lead services by December 31, 2024

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Thursday, January 30, 2020 – 5:30 p.m.

Stoughton, WI

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and all known private-only and full lead services by December 31, 2035. Potential scheduling, ordinance requirements, and funding options were discussed.

Discussion followed, and staff was directed to begin drafting an ordinance mandating lead service line replacement in accordance with the provided draft framework, and to provide the committee with sample ordinances for review and discussion at the February meeting.

## **Direction of Community Affairs/Council Policy (CACP) Committee Items Related to Stoughton Utilities:**

Staff informed the committee that this item was requested to be placed on the agenda by Heili, who informed the committee on an ongoing discussion at CACP related to energy sustainability, including Stoughton Utilities' member-ownership of WPPI Energy. Discussion followed. The committee agreed that it is important that the Stoughton Utilities Committee remain aware of, and involved in discussions regarding utility sustainability, WPPI Energy, wholesale power purchases, and other items that would have an impact on utility rates.

**Utilities Committee Future Agenda Items:** Staff informed the committee that upcoming meeting topics include an ordinance requiring the completion of cross-connection inspections, 2019 bad debt write offs, SU's ongoing social media efforts, and follow up discussions on lead service line replacement programs, ordinances, and funding. Mayor Swadley informed the committee of a need to update the city's emergency management policies and ordinances. Discussion followed.

**Adjournment:** Being no further business before the committee, the Chair adjourned the regular Stoughton Utilities Committee Meeting at 6:49 p.m.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director

Date: Wednesday, February 05, 2020  
 Time: 12:57PM  
 User: SGUNSOLUS

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

Page: 1 of 4  
 Report: 03699W.rpt  
 Company: 7430

Period: - As of: 2/5/2020

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
<b>Company: 7430</b>					
001929	HC	1/6/2020	19,974.22	516 WELLS FARGO BANK	VO for check batch: 309511
001930	HC	1/9/2020	787,806.39	009 WPPI	WPPI-Renewable Energy/WPPI-Renewable Energy/WPPI-Large Power/WPPI-Support/WPPI-Support/WPPI-Support /WPPI-Support
001931	HC	1/30/2020	705.44	002 Employee Benefits Corp - Ach	EBC-Jan Ach/EBC-Jan Ach/EBC-Jan Ach/EBC-Jan Ach
001932	HC	1/30/2020	687.94	004 Us Cellular - Ach	Us Cellular - Jan Ach/Us Cellular - Jan Ach/Us Cellular - Jan Ach
001933	HC	1/30/2020	162.20	952 AT&T	AT&T - Jan Ach/AT&T - Jan Ach
001934	HC	1/30/2020	422.77	547 Charter Communications-Ach	Charter Comm-Jan Ach/Charter Comm-Jan Ach/Charter Comm-Jan Ach/Charter Comm-Jan Ach
001935	HC	1/30/2020	147.97	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-Jan Ach/Gordon Flesch-Jan Ach/Gordon Flesch-Jan Ach/Gordon Flesch-Jan Ach
001936	HC	1/30/2020	30.52	421 FIRST DATA CHARGES	First Data - Jan Ach/First Data - Jan Ach/First Data - Jan Ach/First Data - Jan Ach
001937	HC	1/30/2020	460.07	007 TDS Metrocom - Ach	TDS Metrocom - Jan Ach/TDS Metrocom - Jan Ach/TDS Metrocom - Jan Ach/TDS Metrocom - Jan Ach
001938	HC	1/30/2020	2,374.61	003 Alliant Energy - Ach	Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach
001939	HC	1/30/2020	2,349.20	001 Delta Dental - Ach	Delta Dental - Jan Ach/Delta Dental - Jan Ach/Delta Dental - Jan Ach
001940	HC	1/30/2020	35,500.15	025 Payroll Federal Taxes- Ach	Fed Taxes - Jan Ach/Fed Taxes - Jan Ach/Fed Taxes - Jan Ach/Fed Taxes - Jan Ach
001941	HC	1/30/2020	14,726.15	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Rev - Jan Ach/Dept of Rev - Jan Ach

Date: Wednesday, February 05, 2020  
 Time: 12:58PM  
 User: SGUNSOLUS

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

Page: 2 of 4  
 Report: 03699W.rpt  
 Company: 7430

Period: - As of: 2/5/2020

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
001942	HC	1/30/2020	12,539.16	020 Wells Fargo Bank-Ach	Client Analysis-Jan Ach/Client Analysis-Jan Ach/Client Analysis-Jan Ach/Client Analysis-Jan Ach
001943	HC	1/30/2020	6,771.52	008 Payroll State Taxes - Ach	State Taxes - Jan Ach/State Taxes - Jan Ach
026699	CK	1/8/2020	331.00	186 STAFFORD ROSENBAUM LLC	Stafford-Atty Fees
026700	CK	1/8/2020	1,249.50	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
026701	CK	1/8/2020	1,150.00	332 MADISON METRO SEWERAGE DIST	Mad Metro-Watershed Yahara
026702	CK	1/8/2020	480.00	377 GENERAL COMMUNICATIONS, INC	General Comm-Annual Maint.
026703	CK	1/8/2020	425.37	400 RESCO	Resco-Inventory/Resco-Inventory
026704	CK	1/8/2020	51,757.00	596 CITIES & VILLAGES MUTUAL INS.	Cities-Liability/Cities-Auto Physical/Cities-Boliler Machinery/Citites-Workers Comp/Citites-Workers Comp/Cities-Boliler Machinery/Cities-Auto Physical/Cities-Liability/Cities-Liability/Cities-Auto Physical/Cities-Boliler Machinery/Citites-Workers Comp
026705	CK	1/9/2020	690.04	349 DAVID SCHULTZ	D Schultz-Construction Refund
026706	CK	1/9/2020	844.71	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Dump Fee/Rosenbaum-Dump Fee
026707	CK	1/9/2020	3,960.00	727 GLS UTILITY LLC	GLS Utility-Dec Locates/GLS Utility-Dec Locates/GLS Utility-Dec Locates
026708	CK	1/9/2020	4,545.00	746 ELSTER SOLUTIONS, LLC	Elster-Meters
026709	CK	1/9/2020	620.66	942 TIM BLUM	T Nelson-Construction Refund
026710	CK	1/9/2020	176.77	133 WISCONSIN SCTF	WI SCTF-Jan A Support
026711	CK	1/9/2020	7,301.66	362 UTILITY SERVICE CO., INC	Utility Svcs-Qtr 3 Tower
026712	CK	1/14/2020	1,016.46	134 CRESCENT ELEC. SUPPLY CO.	Crescent-LEEF/Crescent-WW Plant Lighting
026713	CK	1/14/2020	1,338.29	979 EFI INC	EFI INC-XMAS LIGHTS/EFI INC-XMAS LIGHTS
026714	CK	1/15/2020	1,564.06	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel

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Period: - As of: 2/5/2020

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
026715	CK	1/27/2020	460.00	084 HARVEST FARMS, LLC	Harvest Farms-Embedded Credits
026716	CK	1/27/2020	9.00	109 ALTERNATIVE TECHNOLOGIES, INC.	Alternative PCB Tests
026717	CK	1/27/2020	535.00	206 WASTEWATER TRAINING SOLUTIONS	WW Training-Class
026718	CK	1/27/2020	72.08	617 TODD WOLF	T Wolf-Customer Refund
026719	CK	1/27/2020	56.75	942 TIM BLUM	T Blum-Customer Refund
026720	CK	1/27/2020	47,397.59	131 CITY OF STOUGHTON	City Stoton-Stormwater
026721	CK	1/27/2020	260.85	143 DIGGERS HOTLINE, INC.	Diggers Hotline-Locates
026722	CK	1/27/2020	512.00	166 INKWORKS, INC.	Inkworks-El Rate Notices
026723	CK	1/27/2020	709.00	327 BORDER STATES ELECTRIC SUPPLY	Border Staes-Supplies/Border Staes-Supplies
026724	CK	1/27/2020	666.75	491 PUBLIC SVC. COMM. OF WI.	PSC - Assessments
026725	CK	1/27/2020	199.39	851 DIVISION OF ENERGY HOUSING AND COMM. RESOURCEDiv of Housing-Customer Refund	
026726	CK	1/27/2020	18,845.70	131 CITY OF STOUGHTON	City Stoton-Jan Retirement/City Stoton-Jan Retirement/City Stoton-Jan Retirement
026727	CK	1/27/2020	541.04	133 WISCONSIN SCTF	WI SCTF-Jan B Support
026728	CK	1/27/2020	347.18	444 DYLAN MOUBRY	D Moubry-Deposit Refund
026729	CK	1/27/2020	53.41	458 GRAHAM BLAIKIE	G Blaikie-Customer Refund
026730	CK	1/27/2020	52.20	572 ROBERT MCNOWN	R Mcnown-Customer Refund/R Mcnown-Customer Refund
101909	CK	1/10/2020	4,655.00	463 GREAT-WEST	Great West-Jan A Def Comp
101910	CK	1/10/2020	450.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-Jan A Def Comp
101911	CK	1/10/2020	1,032.50	157 FORSTER ELEC. ENG.,INC.	Forster-Prof Services/Forster-Tech Assistance/Forster-Tech Assistance
101912	CK	1/10/2020	668.85	718 CGC, INC.	CGC - Consulting/CGC - Consulting



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Page: 4 of 4  
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Period: - As of: 2/5/2020

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
101913	CK	1/10/2020	113.00	176 SCOTT GUNSOLUS	S Gunsolus-Reimb
101914	CK	1/24/2020	4,720.00	463 GREAT-WEST	Great West-Jan B Def Comp
101915	CK	1/24/2020	5,490.25	603 SEERA-WIPFLI LLP	SEERA-CTC Funds
101916	CK	1/24/2020	450.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bank-Jan B Def Comp
101917	CK	1/24/2020	13,813.83	995 MEUW	MEUW-MSDS Online/MEUW-Member Dues/MEUW-Member Dues/MEUW-MSDS Online/MEUW-MSDS Online
<b>Company Total</b>			<b>1,064,220.20</b>		

Date: Monday, January 06, 2020

Time: 03:22PM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000107'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
<b>Import ID: 009010</b>		<b>Import # : 0000000107</b>							
7450	143	000000	994	MACQUEEN EQUIPMENT GROUP	-310.57	NOVEMBER CHARGE REFUNDED	12/04/2019	7400	-
7430	594	000000	436	STOUGHTON LUMBER CO	21.99	SAW BLADES	12/05/2019	6940	-
7430	934	000000	436	STOUGHTON LUMBER CO	4.99	DUMP TRUCK SUPPLIES	12/16/2019	6940	-
7430	143	000000	422	AMAZON.COM E87H69V83 AMZN	899.50	WPPI REIMBURSED - LEEF - 2020 INCENTIVES	12/02/2019	3680	-
7430	143	000000	422	AMAZON.COM AA8ZQ9K43 AMZN	947.80	WPPI REIMBURSED - LEEF - 2019 HOLIDAY INCENTIVE	12/03/2019	3680	-
7450	642	000000	824	UPS 1Z17Y6230395368289	10.22	WATER SAMPLE SHIPPING	12/05/2019	3680	-
7430	932	000000	422	AMZN MKTP US 2U6EV8VG3	109.99	DRINKING WATER FILTERS	12/05/2019	3680	-
7450	932	000000	422	AMZN MKTP US 2U6EV8VG3	39.99	DRINKING WATER FILTERS	12/05/2019	3680	-
7460	851	000000	422	AMZN MKTP US 2U6EV8VG3	50.01	DRINKING WATER FILTERS	12/05/2019	3680	-
7430	921	000000	352	STAPLS7302613689000001	24.62	COFFEE WATER FILTERS	12/06/2019	3680	-
7450	921	000000	352	STAPLS7302613689000001	8.95	COFFEE WATER FILTERS	12/06/2019	3680	-
7460	851	000000	352	STAPLS7302613689000001	11.21	COFFEE WATER FILTERS	12/06/2019	3680	-
7430	906	000000	740	FACEBK QD5BFR29Q2	13.75	SOCIAL MEDIA POST PROMOTION - GENERAL	12/06/2019	3680	-
7450	906	000000	740	FACEBK QD5BFR29Q2	5.00	SOCIAL MEDIA POST PROMOTION - GENERAL	12/06/2019	3680	-
7460	840	000000	740	FACEBK QD5BFR29Q2	6.25	SOCIAL MEDIA POST PROMOTION - GENERAL	12/06/2019	3680	-
7430	921	000000	352	STAPLS7302724489000001	177.82	GENERAL OFFICE SUPPLIES	12/09/2019	3680	-
7450	921	000000	352	STAPLS7302724489000001	64.01	GENERAL OFFICE SUPPLIES	12/09/2019	3680	-
7460	851	000000	352	STAPLS7302724489000001	85.35	GENERAL OFFICE SUPPLIES	12/09/2019	3680	-
7430	233	001099	352	STAPLS7302724489000001	28.47	GENERAL OFFICE SUPPLIES	12/09/2019	3680	-
7430	921	000000	352	STAPLS7302724664000001	23.69	MEETING ROOM AND JANITORIAL SUPPLIES	12/09/2019	3680	-
7450	921	000000	352	STAPLS7302724664000001	8.61	MEETING ROOM AND JANITORIAL SUPPLIES	12/09/2019	3680	-
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7430	906	000000	740	FACEBK H8NTWPE8Q2	13.75	SOCIAL MEDIA POST PROMOTION - GENERAL	12/09/2019	3680	-
7450	906	000000	740	FACEBK H8NTWPE8Q2	5.00	SOCIAL MEDIA POST PROMOTION - GENERAL	12/09/2019	3680	-
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7430	906	000000	740	FACEBK LZPJQW8Q2	13.75	SOCIAL MEDIA POST PROMOTION - GENERAL	12/09/2019	3680	-
7450	906	000000	740	FACEBK LZPJQW8Q2	5.00	SOCIAL MEDIA POST PROMOTION - GENERAL	12/09/2019	3680	-
7460	840	000000	740	FACEBK LZPJQW8Q2	6.25	SOCIAL MEDIA POST PROMOTION - GENERAL	12/09/2019	3680	-
7430	143	000000	994	EIG CONSTANTCONTACT.COM	433.50	Outbound email marketing - WPPI LEEF Funded - Annual 2020	12/11/2019	3680	-
7450	642	000000	824	UPS 1Z17Y6230398490891	10.22	WATER SAMPLE SHIPPING	12/12/2019	3680	-
7430	906	000000	740	FACEBK SSZ9JQ69Q2	19.25	SOCIAL MEDIA POST PROMOTION - GENERAL	12/16/2019	3680	-
7450	906	000000	740	FACEBK SSZ9JQ69Q2	7.00	SOCIAL MEDIA POST PROMOTION - GENERAL	12/16/2019	3680	-
7460	840	000000	740	FACEBK SSZ9JQ69Q2	8.75	SOCIAL MEDIA POST PROMOTION - GENERAL	12/16/2019	3680	-
7430	921	000000	352	STAPLS7303030968000001	139.53	TONER REFILLS	12/18/2019	3680	-
7450	921	000000	352	STAPLS7303030968000001	50.74	TONER REFILLS	12/18/2019	3680	-
7460	851	000000	352	STAPLS7303030968000001	63.43	TONER REFILLS	12/18/2019	3680	-
7450	642	000000	824	UPS 1Z17Y6230393158723	10.22	WATER SAMPLE SHIPPING	12/19/2019	3680	-
7430	906	000000	740	FACEBK 4TGXUQJ8Q2	30.04	SOCIAL MEDIA POST PROMOTION - ELECTRIC - OUTAGES, SOLAR, LED	12/23/2019	3680	-
7430	906	000000	740	FACEBK 3CGTHQS8Q2	50.00	SOCIAL MEDIA POST PROMOTION - ELECTRIC - OUTAGES, WORKZONE	12/26/2019	3680	-
7430	920	000000	894	KALAHARI RESORT - WI ECOM	119.99	MEUW CONFERENCE	12/19/2019	1025	-
7430	920	000000	894	KALAHARI RESORT - WI ECOM	119.99	MEUW CONFERENCE	12/19/2019	1025	-
7430	921	000000	836	MSFT E04009NT0H	4.34	OFFICE 365 - ONEDRIVE BUSINESS HOSTED SERVICE	12/03/2019	5250	-

Date: Monday, January 06, 2020

Time: 03:22PM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000107'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7450	921	000000	836	MSFT E04009NT0H	1.58	OFFICE 365 - ONEDRIVE BUSINESS HOSTED SERVICE	12/03/2019	5250	-
7460	851	000000	836	MSFT E04009NT0H	1.98	OFFICE 365 - ONEDRIVE BUSINESS HOSTED SERVICE	12/03/2019	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	29.97	Credit card processing - Desktop and Recurring	12/03/2019	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	10.79	Credit card processing - Desktop and Recurring	12/03/2019	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	14.38	Credit card processing - Desktop and Recurring	12/03/2019	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	4.81	Credit card processing - Desktop and Recurring	12/03/2019	5250	-
7430	921	000000	836	MSFT E04009N6XY	28.60	OFFICE 365 - SKYPE FOR BUSINESS HOSTED SERVICE	12/03/2019	5250	-
7450	921	000000	836	MSFT E04009N6XY	10.40	OFFICE 365 - SKYPE FOR BUSINESS HOSTED SERVICE	12/03/2019	5250	-
7460	851	000000	836	MSFT E04009N6XY	13.00	OFFICE 365 - SKYPE FOR BUSINESS HOSTED SERVICE	12/03/2019	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	51.12	Credit card processing - Online MyAccount	12/03/2019	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	18.40	Credit card processing - Online MyAccount	12/03/2019	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	24.54	Credit card processing - Online MyAccount	12/03/2019	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.19	Credit card processing - Online MyAccount	12/03/2019	5250	-
7430	921	000000	570	ID WHOLESALER	143.90	BLANK HID KEY CARDS	12/18/2019	5250	-
7450	921	000000	570	ID WHOLESALER	52.32	BLANK HID KEY CARDS	12/18/2019	5250	-
7460	851	000000	570	ID WHOLESALER	65.42	BLANK HID KEY CARDS	12/18/2019	5250	-
7430	932	000000	436	STOUGHTON LUMBER CO	195.38	SALT FOR OFFICE	12/16/2019	8700	-
7450	932	000000	436	STOUGHTON LUMBER CO	71.05	SALT FOR OFFICE	12/16/2019	8700	-
7460	834	000000	436	STOUGHTON LUMBER CO	88.82	SALT FOR OFFICE	12/16/2019	8700	-
7450	642	000000	108	ASLESON'S TRUE VALUE HDW	16.19	CHOP SAW OIL	12/30/2019	8700	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	46.48	LAUNDRY SOAP	12/13/2019	8740	-
7460	854	000000	578	SHOE BOX	300.00	SAFETY BOOTS	12/23/2019	8740	-
7450	642	000000	675	WI STATE HYGIENE LAB	26.00	FLOURIDE ANALYSIS	12/03/2019	7400	-
7450	107.14	000000	354	HYDRO DESIGNS	693.57	CROSS CONNECTIONS	12/03/2019	7400	190901XX - 1
7450	673	000000	816	CORE & MAIN LP 233	1,008.00	WATER MAIN REPAIRS	12/04/2019	7400	-
7450	641	000000	309	HAWKINS INC	977.79	CHEMICALS	12/05/2019	7400	-
7450	633	000000	207	LW ALLEN	1,141.92	MCC REPAIR WORK	12/11/2019	7400	-
7450	641	000000	309	HAWKINS INC	1,584.18	CHEMICALS	12/30/2019	7400	-
7430	593	000000	422	AMZN MKTP US 7D3XX2Z63	68.14	MISC EQUIP AND SUPPLIES	12/16/2019	5200	-
7430	594	000000	422	AMZN MKTP US 7D3XX2Z63	68.15	MISC EQUIP AND SUPPLIES	12/16/2019	5200	-
7430	593	000000	994	SLATE ROCK SAFETY	721.61	FR SWEATSHIRTS	12/30/2019	5200	-
7430	594	000000	994	SLATE ROCK SAFETY	721.62	FR SWEATSHIRTS	12/30/2019	5200	-
7430	926	000000	994	TRACTOR SUPPLY #2236	134.99	SAFETY BOOTS	12/31/2019	5200	-
7460	831	000000	148	FASTENAL COMPANY 01WISTG	5.53	VENEVOLL REPAIRS	12/05/2019	8710	-
7460	831	000000	148	FASTENAL COMPANY 01WISTG	0.46	VENEVOLL REPAIRS	12/09/2019	8710	-
7460	850	000000	894	MORAIN PARK TECHNICAL	495.90	SCHOOL TUITION	12/09/2019	8710	-
7460	850	000000	894	MORAIN PARK TECHNICAL	13.64	SCHOOL TUITION	12/09/2019	8710	-
7460	854	000000	578	THE SHOE BOX	228.00	SAFETY BOOTS	12/16/2019	8710	-
7460	831	000000	376	CMC MADISON PIPE	322.50	MANHOLE REPAIRS	12/17/2019	8710	-
7430	926	000000	809	CINTAS 60A SAP	148.92	UNIFORM CLEANING	12/02/2019	4000	-
7450	926	000000	809	CINTAS 60A SAP	20.08	UNIFORM CLEANING	12/02/2019	4000	-
7460	854	000000	809	CINTAS 60A SAP	15.61	UNIFORM CLEANING	12/02/2019	4000	-
7430	926	000000	809	CINTAS 60A SAP	128.29	UNIFORM CLEANING	12/09/2019	4000	-
7450	926	000000	809	CINTAS 60A SAP	20.08	UNIFORM CLEANING	12/09/2019	4000	-

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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	854	000000	809	CINTAS 60A SAP	15.61	UNIFORM CLEANING	12/09/2019	4000	-
7430	932	000000	900	GENERAL HEATING AND AC	586.85	HVAC MAINT	12/10/2019	4000	-
7450	932	000000	900	GENERAL HEATING AND AC	213.40	HVAC MAINT	12/10/2019	4000	-
7460	834	000000	900	GENERAL HEATING AND AC	266.75	HVAC MAINT	12/10/2019	4000	-
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	280.50	JANITORIAL	12/13/2019	4000	-
7450	932	000000	322	IN SUNDANCE BIOCLEAN, IN	102.00	JANITORIAL	12/13/2019	4000	-
7460	834	000000	322	IN SUNDANCE BIOCLEAN, IN	127.50	JANITORIAL	12/13/2019	4000	-
7430	926	000000	809	CINTAS 60A SAP	128.29	UNIFORM CLEANING	12/16/2019	4000	-
7450	926	000000	809	CINTAS 60A SAP	20.08	UNIFORM CLEANING	12/16/2019	4000	-
7460	854	000000	809	CINTAS 60A SAP	15.61	UNIFORM CLEANING	12/16/2019	4000	-
7430	934	000000	172	TEREX SERVICES	1,024.51	TRUCK 15 TESTING-INSPECTION	12/18/2019	4000	-
7430	926	000000	809	CINTAS 60A SAP	142.28	UNIFORM CLEANING	12/20/2019	4000	-
7450	926	000000	809	CINTAS 60A SAP	20.08	UNIFORM CLEANING	12/20/2019	4000	-
7460	854	000000	809	CINTAS 60A SAP	15.61	UNIFORM CLEANING	12/20/2019	4000	-
7430	921	000000	377	GENERAL COMMUNICATIONS, I	264.00	COMM MAINT	12/24/2019	4000	-
7450	921	000000	377	GENERAL COMMUNICATIONS, I	96.00	COMM MAINT	12/24/2019	4000	-
7460	851	000000	377	GENERAL COMMUNICATIONS, I	120.00	COMM MAINT	12/24/2019	4000	-
7430	926	000000	809	CINTAS 60A SAP	134.77	UNIFORM CLEANING	12/30/2019	4000	-
7450	926	000000	809	CINTAS 60A SAP	20.08	UNIFORM CLEANING	12/30/2019	4000	-
7460	854	000000	809	CINTAS 60A SAP	15.61	UNIFORM CLEANING	12/30/2019	4000	-
7430	593	000000	894	CULVERS OF EAU CLAIRE W	4.47	APPRENTICE SCHOOL COSTS	12/03/2019	5296	-
7430	594	000000	894	CULVERS OF EAU CLAIRE W	4.48	APPRENTICE SCHOOL COSTS	12/03/2019	5296	-
7430	593	000000	894	JIMMY JOHNS - 3278	8.28	APPRENTICE SCHOOL COSTS	12/04/2019	5296	-
7430	594	000000	894	JIMMY JOHNS - 3278	8.28	APPRENTICE SCHOOL COSTS	12/04/2019	5296	-
7430	593	000000	894	TEXAS ROADHOUSE #2271	13.53	APPRENTICE SCHOOL COSTS	12/04/2019	5296	-
7430	594	000000	894	TEXAS ROADHOUSE #2271	13.53	APPRENTICE SCHOOL COSTS	12/04/2019	5296	-
7430	593	000000	894	ARBY'S 8750	4.10	APPRENTICE SCHOOL COSTS	12/05/2019	5296	-
7430	594	000000	894	ARBY'S 8750	4.11	APPRENTICE SCHOOL COSTS	12/05/2019	5296	-
7430	593	000000	894	BUFFALO WILD WINGS 0094	7.56	APPRENTICE SCHOOL COSTS	12/05/2019	5296	-
7430	594	000000	894	BUFFALO WILD WINGS 0094	7.56	APPRENTICE SCHOOL COSTS	12/05/2019	5296	-
7430	593	000000	894	CULVERS OF EAU CLAIRE W	4.47	APPRENTICE SCHOOL COSTS	12/06/2019	5296	-
7430	594	000000	894	CULVERS OF EAU CLAIRE W	4.48	APPRENTICE SCHOOL COSTS	12/06/2019	5296	-
7430	593	000000	894	BUFFALO WILD WINGS 0094	9.83	APPRENTICE SCHOOL COSTS	12/06/2019	5296	-
7430	594	000000	894	BUFFALO WILD WINGS 0094	9.83	APPRENTICE SCHOOL COSTS	12/06/2019	5296	-
7430	593	000000	894	TACO BELL #031495	7.20	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	594	000000	894	TACO BELL #031495	7.21	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	593	000000	894	FIVE GUYS WI 1869 ECOMM	6.26	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	594	000000	894	FIVE GUYS WI 1869 ECOMM	6.27	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	593	000000	894	KWIK TRIP 63300006338	20.69	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	594	000000	894	KWIK TRIP 63300006338	20.69	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	593	000000	894	HAMPTON INN -EAU CLAIRE	178.00	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7430	594	000000	894	HAMPTON INN -EAU CLAIRE	178.00	APPRENTICE SCHOOL COSTS	12/09/2019	5296	-
7450	673	000000	148	FASTENAL COMPANY 01WISTG	10.14	BOLTS FOR VALVE REPAIR	12/13/2019	8400	-
7460	832	000000	108	ASLESON'S TRUE VALUE HDW	0.89	LS ELECTRICAL PARTS	12/05/2019	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	827	000000	148	FASTENAL COMPANY 01WISTG	83.41	DRILL BIT AND FASTENERS	12/05/2019	8200	-
7460	832	000000	207	LW ALLEN	211.16	BARBERRY LS PUMP AND WIRING	12/11/2019	8200	-
7460	833	000000	571	USA BLUE BOOK	385.90	MISC TREATMENT PLANT SUPPLIES	12/13/2019	8200	-
7460	834	000000	108	ASLESON'S TRUE VALUE HDW	39.99	CEMENT AND HOE	12/19/2019	8200	-
7460	831	000000	436	STOUGHTON LUMBER CO	13.17	CEMENT FOR MANHOLE REPAIR	12/20/2019	8200	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	49.97	PARTS FOR DAFT	12/20/2019	8200	-
7460	833	000000	571	USA BLUE BOOK	169.67	SLUDGE JUDGE	12/31/2019	8200	-
7460	833	000000	390	BADGER WATER	90.00	LAB WATER	12/05/2019	8300	-
7460	107.14	000000	937	SPEE-DEE DELIVERY SERVICE	16.42	PARADISE POND TESTING	12/09/2019	8300	190303XX - 1
7460	833	000000	830	NCL OF WISCONSIN INC	686.21	LAB SUPPLIES	12/11/2019	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY SERVICE	24.46	LAB SAMPLES	12/16/2019	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE- IN	129.40	PARADISE POND TESTING	12/18/2019	8300	190303XX - 1
7460	833	000000	974	NORTHERN LAKE SERVICE- IN	287.00	LAB SAMPLES	12/30/2019	8300	-
7430	594	000000	994	TRACTOR SUPPLY #2236	27.92	BUCKETS	12/04/2019	6960	-
7430	232	001099	134	CRESCENT ELECTRIC 087	286.39	ELECTRIC INVENTORY	12/04/2019	4100	-
7430	593	000000	422	AMAZON.COM VG93R0R03 AMZN	97.15	GLOVES FOR LINE CREW	12/13/2019	4100	-
7430	594	000000	422	AMAZON.COM VG93R0R03 AMZN	97.15	GLOVES FOR LINE CREW	12/13/2019	4100	-
7430	597	000000	355	STUART C IRBY	27.73	METER SUPPLIES	12/27/2019	4100	-

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**Total: 19,974.22**

# Stoughton Utilities

## Financial Summary

December 2019 YTD

### **Overall Summary:**

Total 2019 net income was \$1,285,800, which was down 34% (or \$667,700) from the prior year. However, about \$355,000 of the decrease is from less electric and water contributed plant than the prior year and is of limited concern. \$72,800 is from lower power sales net of lower purchase power costs. The remaining decrease in net income is due to increased electric and wastewater depreciation and operational expenses.

### **Electric Summary:**

2019 operating revenues were 3.4% lower than 2018. Customer sales revenue fell about \$72,800 more than purchase power costs have fallen. This will need to be monitored in 2020.

Non-power operating expenses were up \$277,000 in 2019. Depreciation was \$86,040 higher due to higher plant balances. Payroll expenses were about \$107,000 down from 2018 due to more payroll expenditures being capitalized and lower payroll costs due to vacancies and smaller retirement payouts. Overhead line maintenance was also up by \$150,000 due to a tree trimming project in 2019. Other increases in cost include phone and software upgrades, insurance increases and other maintenance expenses.

The rate of return is currently 2.87% compared to 4.99% at this point in time in 2018. Unrestricted cash balances are \$5.6 million (4.7 months of sales).

### **Water Summary:**

Operating revenues were up \$195,500, or 9.2%, from prior 2018. Total gallons sold in 2019 were about 0.5% lower from 2018. Operating expenses were up 7.0% in 2019 or \$129,000. 2019 water net income was \$472,600, which was down \$166,900 from the prior year. However, if you exclude miscellaneous non-operating revenue (mostly contributed revenue), net income would have rose about \$24,300 in 2019.

The rate of return is currently 4.65% compared to 3.91% at this point in time in 2018. Unrestricted cash balances are \$738,600 (3.9 months of sales).

### **Wastewater Summary:**

2019 operating revenue was \$2.1 million and up 3.5% from 2018. The additional revenue continues to be mostly from surcharge revenue. Operating expenses were \$1.88 million, up 5.7% from the prior year. Unrestricted cash balances were \$0.9 million (5.6 months of sales).

Submitted by:  
Ryan Wiesen

**STOUGHTON UTILITIES**

Balance Sheets

As of December 31, 2019

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
<b>Assets</b>				
Cash & Investments	\$ 7,211,414	\$ 2,664,195	\$ 2,500,667	\$ 12,376,275
Customer A/R	1,329,876	237,259	213,942	1,781,077
Other A/R	170,814	4,067	17,611	192,491
Other Assets	681,167	179,627	79,618	940,411
Plant in Service	30,346,911	16,778,701	31,553,338	78,678,949
Accumulated Depreciation	(14,323,390)	(5,460,872)	(12,237,926)	(32,022,189)
Plant in Service - CIAC	3,776,746	7,962,587	-	11,739,333
Accumulated Depreciation-CIAC	(1,945,735)	(2,359,487)	-	(4,305,223)
Construction Work in Progress	123,909	31	(0)	123,940
GASB 68 Deferred Outflow	1,042,969	354,076	431,889	1,828,934
<b>Total Assets</b>	<b>\$ 28,414,681</b>	<b>\$ 20,360,182</b>	<b>\$ 22,559,138</b>	<b>\$ 71,334,001</b>
<b>Liabilities + Net Assets</b>				
Accounts Payable	\$ 809,983	\$ 37,917	\$ 42,154	\$ 890,054
Payable to City of Stoughton	502,546	529,946	163,710	1,196,202
Interest Accrued	25,778	14,050	18,055	57,882
Other Liabilities	396,714	98,413	110,673	605,800
Long-Term Debt	4,486,286	4,207,254	4,097,942	12,791,482
Net Assets	21,458,399	15,223,134	17,861,752	54,543,285
GASB 68 Deferred Inflow	734,974	249,468	264,852	1,249,294
<b>Total Liabilities + Net Assets</b>	<b>\$ 28,414,681</b>	<b>\$ 20,360,182</b>	<b>\$ 22,559,138</b>	<b>\$ 71,334,001</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement

December 31, 2019

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 14,499,815	\$ 2,279,312	\$ 1,995,350	\$ 18,774,478
Other	124,756	37,205	133,074	295,036
<i>Total Operating Revenue:</i>	<b>\$ 14,624,572</b>	<b>\$ 2,316,517</b>	<b>\$ 2,128,425</b>	<b>\$ 19,069,514</b>
<i>Operating Expense:</i>				
Purchased Power	10,832,755	-	-	10,832,755
Expenses (Including Taxes)	1,942,152	1,066,072	1,025,313	4,033,537
PILOT	452,940	431,034	-	883,974
Depreciation	1,194,203	484,888	856,914	2,536,005
<i>Total Operating Expense:</i>	<b>\$ 14,422,050</b>	<b>\$ 1,981,994</b>	<b>\$ 1,882,227</b>	<b>\$ 18,286,271</b>
<i>Operating Income</i>	<b>\$ 202,522</b>	<b>\$ 334,523</b>	<b>\$ 246,197</b>	<b>\$ 783,243</b>
Non-Operating Income	370,478	251,411	236,713	858,603
Non-Operating Expense	(132,408)	(113,318)	(110,270)	(355,997)
<i>Net Income</i>	<b>\$ 440,592</b>	<b>\$ 472,616</b>	<b>\$ 372,640</b>	<b>\$ 1,285,849</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement

December 31, 2018

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 15,028,473	\$ 2,080,586	\$ 1,975,470	\$ 19,084,529
Other	107,557	40,417	80,406	228,381
<i>Total Operating Revenue:</i>	<b>\$ 15,136,030</b>	<b>\$ 2,121,003</b>	<b>\$ 2,055,876</b>	<b>\$ 19,312,910</b>
<i>Operating Expense:</i>				
Purchased Power	11,288,599	-	-	11,288,599
Expenses (Including Taxes)	1,771,459	969,178	959,399	3,700,037
PILOT	432,589	423,351	-	855,940
Depreciation	1,108,163	460,342	820,778	2,389,283
<i>Total Operating Expense:</i>	<b>\$ 14,600,810</b>	<b>\$ 1,852,872</b>	<b>\$ 1,780,177</b>	<b>\$ 18,233,859</b>
<i>Operating Income</i>	<b>\$ 535,220</b>	<b>\$ 268,132</b>	<b>\$ 275,699</b>	<b>\$ 1,079,051</b>
Non-Operating Income	416,345	427,066	351,009	1,194,420
Non-Operating Expense	(141,443)	(55,651)	(122,782)	(319,875)
<i>Net Income</i>	<b>\$ 810,123</b>	<b>\$ 639,547</b>	<b>\$ 503,926</b>	<b>\$ 1,953,596</b>



**STOUGHTON UTILITIES**

Rate of Return

Year-to-Date December 31, 2019

	<u>Electric</u>	<u>Water</u>
Operating Income (Regulatory)	\$ 454,899	\$ 500,652
Average Utility Plant in Service	29,652,775	16,209,867
Average Accumulated Depreciation	(13,850,087)	(5,322,413)
Average Materials and Supplies	196,756	39,401
Average Regulatory Liability	(99,724)	(154,030)
Average Customer Advances	(44,900)	-
Average Net Rate Base	\$ 15,854,820	\$ 10,772,826
December 2019 Rate of Return	<b>2.87%</b>	<b>4.65%</b>
December 2018 Rate of Return	<b>4.99%</b>	<b>3.91%</b>
December 2018 Rate of Return	<b>4.99%</b>	<b>3.91%</b>
Authorized Rate of Return	<b>5.00%</b>	<b>5.00%</b>

**STOUGHTON UTILITIES**  
Cash and Investments Summary  
As of December 31, 2019

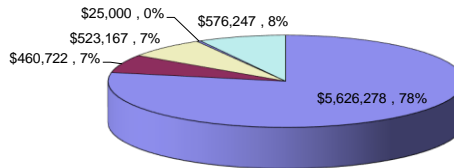
**Electric**

**December 2019**

Unrestricted (4.7 months sales)	\$	5,626,278
Bond Reserve	\$	460,722
Redemption Fund (P&I)	\$	523,167
Depreciation	\$	25,000
Designated	\$	576,247
<b>Total</b>	<b>\$</b>	<b>7,211,414</b>

**Electric Cash - December 2019**

■ Unrestricted (4.7 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



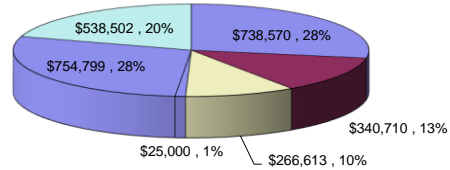
**Water**

**December 2019**

Unrestricted (3.9 months sales)	\$	738,570
Bond Reserve	\$	340,710
Redemption Fund (P&I)	\$	266,613
Depreciation	\$	25,000
Construction	\$	754,799
Designated	\$	538,502
<b>Total</b>	<b>\$</b>	<b>2,664,194</b>

**Water Cash - December 2019**

■ Unrestricted (3.9 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Construction ■ Designated



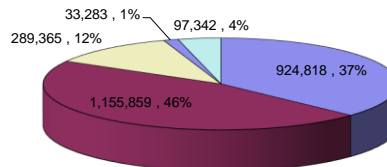
**Wastewater**

**December 2019**

Unrestricted (5.6 months sales)		924,818
DNR Replacement		1,155,859
Redemption Fund (P&I)		289,365
Depreciation		33,283
Designated		97,342
<b>Total</b>		<b>2,500,667</b>

**Wastewater Cash - December 2019**

■ Unrestricted (5.6 months sales) ■ DNR Replacement ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



# STOUGHTON UTILITIES

## 2019 Statistical Worksheet

Electric	Total Sales 2018 Kwh	Total Kwh Purchased 2018	Total Sales 2019 Kwh	Total Kwh Purchased 2019	Demand Peak 2018	Demand Peak 2019
January	12,609,523	13,204,183	12,752,096	13,363,141	24,195	26,165
February	11,167,697	11,394,593	11,560,908	11,896,849	22,984	23,038
March	11,302,081	11,305,664	11,641,186	11,972,418	20,886	23,235
April	10,338,769	10,759,236	10,254,850	10,595,041	19,558	19,359
May	11,809,136	12,169,996	10,504,194	10,786,337	31,336	20,621
June	12,676,500	13,057,295	11,795,758	12,089,761	32,502	29,286
July	14,229,395	14,658,088	15,562,750	16,073,028	32,727	34,354
August	14,385,615	14,667,802	13,270,957	13,655,459	30,616	29,991
September	11,670,044	12,199,565	11,750,230	12,106,055	31,030	26,452
October	11,255,649	11,610,973	11,035,559	11,332,387	23,148	22,885
November	11,208,230	11,543,695	11,116,586	11,520,984	21,992	21,884
December	12,177,932	12,240,562	11,953,529	11,970,819	22,444	22,432
<b>TOTAL</b>	<b>144,830,571</b>	<b>148,811,652</b>	<b>143,198,603</b>	<b>147,362,279</b>		

Water	Total Sales 2018 Gallons	Total Gallons Pumped 2018	Total Sales 2019 Gallons	Total Gallons Pumped 2019	Max Daily High 2018	Max Daily Highs 2019
January	35,560,000	44,660,000	36,143,000	39,813,000	1,668,000	1,466,000
February	33,594,000	41,438,000	33,948,000	36,797,000	1,711,000	1,443,000
March	36,877,000	40,980,000	36,020,000	38,991,000	1,449,000	1,419,000
April	35,745,000	40,572,000	34,264,000	37,730,000	1,583,000	1,465,000
May	39,058,000	43,612,000	37,645,000	40,546,000	2,087,000	1,557,000
June	39,092,000	44,311,000	38,429,000	43,316,000	1,871,000	2,109,000
July	41,674,000	49,321,000	41,307,000	46,203,000	2,194,000	2,049,000
August	41,375,000	45,143,000	39,742,000	43,446,000	1,939,000	1,681,000
September	37,135,000	40,005,000	37,863,000	42,389,000	1,657,000	1,633,000
October	37,734,000	41,152,000	39,009,000	43,754,000	1,521,000	1,600,000
November	33,969,000	37,136,000	34,782,000	38,685,000	1,450,000	1,482,000
December	34,055,000	35,604,000	34,543,000	38,864,000	1,361,000	1,432,000
<b>TOTAL</b>	<b>445,868,000</b>	<b>503,934,000</b>	<b>443,695,000</b>	<b>490,534,000</b>		

Wastewater	Total Sales 2018 Gallons	Total Treated Gallons 2018	Total Sales 2019 Gallons	Total Treated Gallons 2019	Precipitation 2018	Precipitation 2019
January	25,668,000	31,460,000	24,591,000	36,827,000	2.15	3.10
February	23,717,000	30,781,000	23,125,000	33,032,000	3.54	3.19
March	25,915,000	28,544,000	25,549,000	43,136,000	0.75	0.96
April	24,842,000	28,602,000	24,363,000	34,347,000	1.87	3.24
May	27,090,000	34,919,000	25,992,000	42,845,000	8.12	6.37
June	26,393,000	37,405,000	25,984,000	38,913,000	10.50	3.19
July	27,263,000	37,702,000	27,634,000	34,384,000	2.68	4.35
August	26,161,000	38,556,000	26,627,000	36,137,000	9.45	5.72
September	24,300,000	41,231,000	25,721,000	34,272,000	7.00	5.19
October	24,740,000	48,048,000	25,849,000	39,969,000	7.09	5.98
November	23,992,000	39,198,000	25,273,000	36,949,000	1.75	3.16
December	25,449,000	37,072,000	28,200,000	36,013,000	1.86	1.16
<b>TOTAL</b>	<b>305,530,000</b>	<b>433,518,000</b>	<b>308,908,000</b>	<b>446,824,000</b>	<b>56.76</b>	<b>45.61</b>



# Stoughton Utilities Activities Report

## January 2020

### Director's Report

Jill M. Weiss, P.E.  
Stoughton Utilities Director

2020 has started out at a much faster pace than expected. Much of the early activity has been due to preparation for the 2020 construction season for both public utility underground reconstruction and private development projects. On the private side, I have been working with two entities in the Business Park North expansion, the Kettle Park West Phase II project development, and three other developments that are in various planning stages. With the exception of the utility underground reconstruction project, these projects have been heavily focused on electrical design needs.

As we finalize the design for the underground utility reconstruction projects, our focus has been on Prospect Street, where we are working to pull together sanitary sewer information and easement data to eventually eliminate the sanitary sewer along the Yahara River, where the potential for an environmental threat presently exists. Approval for the project redesign was received by the Utilities Committee and will go to the City Council in early February.

Also ongoing is the utility participation in the TDS fiber communications buildout. To facilitate this project and the anticipated need for make-ready work, we will be bidding the electrical pole reconstruction work proactively. We expect to receive the applications for attachment permits in the upcoming months, and we anticipate 10 permits with 100 poles per permit to be reviewed, and required pole upgrades made.

The utility strategic planning continues to be an ongoing effort. Some of the keys to this strategic vision are fiscal responsibility, responsible resource use, customer engagement, building customer relationships, safety, and utility transparency. Finance Director Friedl continues to provide invaluable support as the utility pursues our vision of fiscal responsibility and utility transparency. Director Friedl and his team continues to work on the electric, wastewater, and water rate cases, including addressing the data and information requests being made by the Public Service Commission (PSC) in response to our electric rate filing. Further, Director Friedl completed the 2019 utility financial audit with the auditors onsite for several days this month.

Our social media presence to encourage customer engagement continues to grow. The social media platforms have already allowed us to provide information to our customers quickly and efficiently, and allowed us to highlight our employees and the more human side of the work we do. During the water main breaks that occurred and repaired on Martin Luther King Day, we were able provide information to our Facebook followers regarding the service interruptions and provide status updates on the restoration efforts underway by water operators.

Customer-facing technology opportunities continue to be evaluated to determine where they can be implemented to facilitate our strategic plans. We evaluated automatic vehicle locator (AVL) services for our fleet, which will ultimately be a key component of our outage management system (OMS) that we have planned for implementation in an upcoming year. AVL technology has the potential to reduce response times, utilize resources efficiently, and improve safety, and in the future will play a key role in automated outage dispatch and customer restoration transparency and engagement. This technology is definitely critical for a modern utility.

There was a lot of administrative activity in the Water System Division. We worked to further develop a framework for the creation of our lead service line removal program, including beginning efforts to implement an ordinance requiring removals, and a schedule for service replacements. We engaged several consulting firms to provide the utility with proposals to complete the Corrosion Control Treatment

Recommendations study on behalf of the utility, which is a DNR requirement following our recent sampling exceedance. Further, the DNR visited us to complete our sanitary survey, which was very favorable to the utility with only a few items to address, including the creation of an ordinance regarding our cross connection control program.

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## **Technical Operations Division**

Brian R. Hoops  
Assistant Utilities Director

**Customer Deposits:** January 20 marked the 80<sup>th</sup> day of the winter disconnection moratorium. Customers who are 80 or more days delinquent during the moratorium can be assessed a deposit equal to four months of utility billings as a protection against them accruing large winter balances that remain unpaid if they move. Customers can also be assessed a deposit equal to two months of utility billings if they have had their service disconnected for nonpayment. Collections Technician Carol Cushing is currently in the process of reviewing delinquent accounts for deposit eligibility.

**Customer Payments:** Staff processed 8,926 payments totaling \$1.59M, including 1,431 checks, 1,618 lockbox payments, 325 credit cards, 1,515 *My Account* online payments, 3,126 AutoPay payments by credit card and bank withdrawal, 748 direct bank payments, and \$8,800 in cash.

Stoughton Utilities is proud to be able to offer our customers of all age generations a variety of payment options to meet their lifestyle demands, and to offer all payment methods with no additional fees or surcharges to the customer.

**Delinquent Collections:** As of January 1, there were 1,665 active accounts carrying delinquent balances totaling \$252,900, and 62 closed accounts carrying delinquent balances totaling \$9,400. Of the total amount delinquent, \$76,400 was 30 or more days past due.

- Throughout the month of January, we mailed out 10-day notices of pending disconnection to 147 delinquent residential (water or wastewater services) and commercial (electric or water services) customers. All residential customers receiving notices were at least two months and \$325 delinquent. An additional 545 past-due notices were mailed to residential customers that have only electric service.
- On January 22, we delivered automated phone calls to 22 commercial customers providing a 24-hour final notice of pending electric service disconnection. Automated phone calls were delivered to 72 residential customers providing a 24-hour final notice of pending water service disconnection.
- On January 23, we disconnected two commercial electric services and six residential water services. The average residential delinquent balance was \$535.

We ended the month of January with \$91,800 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 7% lower than this time last year (\$98,700).

**Energy Assistance:** During the month of December, energy assistance (EA) payments totaling \$16,300 were received from the State of Wisconsin Public Benefits Program and applied to 58 customer accounts to assist these customers with their seasonal home heating expenses.

The Public Benefits Program will continue to accept customer applications for seasonal assistance on for the 2018-19 heating season through May 1. Crisis funding also remains available to eligible customers. Customer service staff has been busy providing customers and EA staff with customer's historical electrical usage data and payment histories, which are used to determine the amount of assistance benefits.

**Financial Audit for 2019:** The financial auditors were onsite in early January to complete the annual audit. Billing & Metering Specialist Erin Goldade assisted with providing billing data and procedures upon request. Brian Hoops reported on assets in stock, purchased, installed, and retired in 2019, including updating all previously used queries to simplify the process in future years. Brian Hoops completed the IT Risk Assessment and Financial Applications Questionnaire, which resulted in a 131-page response packet.

**Information & Operational Technology Improvements:** IT & OT needs were reviewed for 2020, including software licensing, SCADA and GIS support contract reviews and licensing updates, renewal of support and maintenance contracts, and more.

Staff completed a programming update to our 15 recloser control panels in response to a technical advisory issued by the manufacturer informing of a potential issue caused by the decade change.

Numerous modifications were made to our GIS maps and data, and existing mobile maps and applications were rebuilt to provide uniformity and a more easily managed back-end connection. Data collection applications were updated and published to facilitate overhead and underground electrical infrastructure inspections.

Staff researched automatic vehicle location (AVL) services and received several proposals for deployment in preparation for our outage management system (OMS) development and deployment planned for the future. AVL will help facilitate automated dispatch as well as provide information and status updates to our customers during outage response situations.

**Lineworker Apprenticeship Graduation Banquet:** One of SU's Journeyman Linemen, Tyler Harding, completed their apprenticeship schooling in 2019, and were recognized at the annual Lineworker Apprenticeship Graduation Banquet held January 15 in the Wisconsin Dells.

This banquet recognized apprenticeship graduates from Wisconsin's municipal and investor-owned utilities, as well as the state's electric cooperatives, and was held in conjunction with the MEUW Joint Superintendent's Conference which was attended by Tyler and Utilities Director Jill Weiss. Congratulations Tyler!

**Marketing & Customer Outreach:** Stoughton Utilities continued to update and promote our Facebook and Instagram presence throughout the month. Customer Service Technician Brandi Yungen has been maintaining these pages and prepares the informational/educational content and images that are posted, as well as manages the promotion of our posts and content.

The customer response to our social media presence remains positive. SU's posts on Facebook reached over 12,000 area residents and followers, and more than 1,400 of them engaged in SU's posts or page in some way. SU currently has 746 page followers and 732 Likes.

Stoughton Utilities is sponsoring an upcoming Sustainable Stoughton event, Renewable Energy For You!, which will occur on February 20 at the Lageret. SU staff designed the advertising poster for the event, and is handling the location arrangements. SU will have two employees participating in the event, providing information about SU and renewable energy.

**Metering Advancements:** Stoughton Utilities made our first move towards Advanced Metering Infrastructure (AMI) as we deployed new SU-managed AMI meters to our key electric customers and City of Stoughton facilities. AMI provides the utility with 15-minute interval meter readings, as well as the ability to poll a meter on-demand to obtain current energy use and demand information.

SU deployed an Automatic Meter Reading (AMR) system in 2007 and we collect monthly meter readings, however our key electric customers utilized AMI meters maintained and read by WPPI Energy. SU has now brought the AMI metering management and billing in-house.

Billing & Metering Specialist Erin Goldade spent considerable time in November and December setting up the new software package required to communicate with and manage the meters, EnergyIP, as well as setup the integration to our existing customer information system, Northstar CIS. January marked our second billing cycle utilizing the new AMI system. SU plans to slowly unroll AMI metering to additional commercial customers in the future, but is not yet planning a full system-wide deployment.

**Public Power Scholarship:** We have reviewed and updated the criteria for our annual \$1,000 Public Power Scholarship. Some modifications were made, and this year, Stoughton High School students have the option of writing an essay discussing the advantages public power, why energy efficiency is important, what the schools can do to reduce their energy use, investments in renewable energy, and/or the important

issues facing municipal electric utilities, or creating a short promotional video promoting Stoughton Utilities and the advantages of public power utilities.

The scholarship application deadline is May 1.

**RENEW Wisconsin Renewable Energy Summit:** Assistant Utilities Director Brian Hoops attended the 9<sup>th</sup> annual Renewable Energy Summit organized by RENEW Wisconsin and held at the Monona Terrace in Madison. The breakout sessions included a lot of valuable information regarding electric vehicles and potential utility tariffs to manage their charging demand, distributed generation and the rate tariffs related to such, and school district programs that provide hands-on technical training to students interested in renewable energy installations and project management.

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## **Electric Division and Planning Division**

Sean O Grady  
Operations Superintendent

Bryce A. Sime  
Electric System Supervisor

**Annual Dielectric Testing and Inspections:** We delivered the last of our three bucket trucks to the manufacturer for inspection and dielectric testing. Dielectric testing is required to be completed each year, and it ensures the safety of our operators should incidental contact occur between the boom and high voltage wires. Barring any unexpected repairs being required, we anticipate the return of this truck by early February, returning our fleet back to full strength.

**Dane County Highway Work:** We are working with the Dane County Highway Department to accommodate a bridge replacement project over the Hannerville Creek on County Highway N. Stoughton Utilities will upgrade and relocate the existing overhead primary line, to provide a safe work area for the construction workers that will be replacing the bridge deck in 2021. Utility work on this project could start as early as next month.

**East Substation Upgrades:** We are working with our electrical engineering consultant to develop the plans and specifications for the replacement of the recloser and regulator control panels, and their integration into our SCADA system. This work will occur through the spring and summer and we anticipate completion by late fall.

**Electric Service Installations:** During the month of January we installed three underground services for new construction, and an upgraded service for an electrical panel replacement.

**Electric System Trouble Calls:** Electric division staff responded to five trouble calls this month, including a three-phase transformer failure, a tree branch vs. overhead wires, an overhead electric service pulled from a house due to ice loading, a vehicle collision with a street light pole, and a cutout failure.

**LED Streetlight Upgrade Project:** Our project to replace all older high-pressure sodium streetlights with new energy efficient LED fixtures continues. In the upcoming months, neighborhoods located west of South Page Street and south of West Main Street will see replacement fixtures installed.

**Nordic Ridge Development:** The permanent electrical service was energized to the second apartment building in this development, and 38 new electric meters were set.

**Overhead Line Clearance Program:** Crews are working on tree trimming and removals on the east side of town as we progress through our overhead line clearance program. Maintaining appropriate line clearance increases system reliability and reduces the number of outages experienced by customers due to fallen tree limbs and branch contacts with power lines.

**System Infrastructure Inspections:** A crew has been working on completing overhead and underground system inspections. During these inspections, linemen go address to address to evaluation the condition of poles (and everything installed on the pole), transformers, junction boxes, and secondary pedestals, which allows us to create a list of repair workorders for staff to complete before minor issues turn into major outages.

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## **Wastewater Division**

Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 1.145 million gallons with a monthly total of 35.486 million gallons. The total precipitation for the month was 1.92 inches.

**2020 Sewer Improvement Project:** Staff has been televising and dye testing sanitary sewers in the areas planned for reconstruction in 2020. A revision to the existing design continues to be evaluated and was presented to the Utilities Committee and City Council for their considering. This design change will allow us to abandon an aging sanitary sewer main installed along the Yahara River that cannot be accessed by SU's maintenance vehicles and equipment, and poses a high risk for severe environmental impacts should an issue with the main occur.

**Generator Maintenance:** The wastewater utility maintains two portable trailer mounted standby power generators used to provide emergency power at our sanitary sewer lift stations. Both units were taken in for scheduled maintenance and repair.

**HVAC:** A new heating unit was installed in the garage, and the main office heating systems required replacement of a blower fan motor and a water recirculation pump.

**Long Range Strategic Plan (LRSP):** We are in the process of working with our engineering consultants to review our current plant operations, predicted growth, potential regulatory requirements, and expectations for future treatment permits. All of these will factor in to our LRSP which will look at needs and design strategies at the treatment facility, and be used when developing our 20-year CIP.

**Plant Maintenance:** Staff continues to work on maintenance and repair of miscellaneous equipment throughout the plant. Projects completed during January included the installation of a new return activated sludge (RAS) pump seal and water lines, and repairs to the garage heating unit. Wastewater operators also addressed a problem with the digester pump plugging and digester foaming issues.

**Plant Treatment:** We have been experiencing lower than normal loadings entering the plant. This has little effect on plant performance, however it does cause process control issues in our digester process.

**Vehicle CIP Purchases:** Working with Director of Public Works Brett Hebert, we completed the order for a new service truck through the state contract. This truck will replace our 2005 service truck, and be outfitted with a larger crane for plant and system maintenance tasks.

**Year End Reports:** We are in the process of completing the year-end reporting required by the Wisconsin Department of Natural Resources and the United States Environmental Protection Agency.

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## **Water Division**

Kent F. Thompson  
Water System Supervisor

**Administration Building Generator Repair:** During the monthly generator testing, rodent damage on the coil wires was identified on the standby generator at the administration office. Emergency repair of the generator was scheduled, and repairs were completed the following day.



**Continuing Education:** Two water operators attended a classroom session put on by Wisconsin Diggers Hotline on utility damage prevention. The classroom session described safety tools and techniques to use while digging near live utility lines.

**DNR Sanitary Survey:** The Department of Natural Resources completed the Sanitary Survey Report for Stoughton Waterworks. The purpose of the survey is to evaluate the system's source, facilities, equipment, maintenance, and management as they relate to providing safe drinking water. The survey consists of verifying record compliance in cross connection surveys, annual hydrant flushing, sample collection and testing, and valve exercising. A thorough walk through of the wells and towers also occurred to make sure that all state code requirements are being followed.

**Pressure Gauge Replacement:** Water operators replaced the direct read air pressure gauge at well 5. We are required under state statute NR 800 to provide weekly static and dynamic water level at each of the wells. Water level readings are submitted monthly to the DNR.

**Service Leaks:** Two water service leaks occurred during the month. One persisted for 21 days before the home owner made the repairs, resulting in an estimated 15,000 gallons of water loss. The second service leak has not yet been repaired, resulting in an estimated 22,000 gallons of water loss to date.

**Water Main Breaks:** Two water main breaks occurred in January. Both breaks occurred on January 19<sup>th</sup> and were repaired by water operators the morning of January 20<sup>th</sup>. An estimated 1,300,000 gallons of water was lost before the repairs was made. Twenty-five residential customers and three commercial customers were without water for a little over three hours while repairs were made.

**Wellhouse Painting and Maintenance:** Water operators worked on paint touch up at all of the wells and towers. Commercial grade coatings are used to increase durability and prolong the life of pumping equipment and pipe work within the wells.

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

Cory Neeley

Stoughton Utilities and WPPI Energy Services Representative (ESR)

**Energy Services Action Plan:** Discussions were held as the 2020 action plan is being developed. The action plan includes customer engage and incentives strategy and scheduling. New residential electrification programs are being discussed.

**Office of Energy Innovation Grant:** The efforts involved under this grant have begun winding down. A draft report has been created, and is currently under review.

**Stoughton Trailers:** I attended the Chamber of Commerce Lunch and Learn hosted by Stoughton Trailers. Owner Bob Wahlin provided a presentation on activities at the manufacturer.

Stoughton Utilities has been working on a project with Stoughton Trailers, assisting them in obtaining and analyzing their energy consumption at their Stoughton production facility. Similar efforts are underway at their Evansville and Broadhead facilities.

**Sustainable Stoughton Sponsorship:** Stoughton Utilities is sponsoring an upcoming Sustainable Stoughton presentation on renewable energy, scheduled for February 20.

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Please visit our website at [www.stoughtonutilities.com](http://www.stoughtonutilities.com) to view current events, follow project schedules, view Utilities Committee meeting notices, packets and minutes, review our energy conservation programs, or to learn more about your Stoughton Utilities electric, water, and wastewater services. You can also view your

current and past billing statements, update your payment and billing preferences, enroll in optional account programs, and make an online payment using *My Account* online.



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020  
**To:** Stoughton Utilities Committee  
**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Communications

January 15, 2020            Email from the Stoughton Area School District expressing appreciation of Stoughton Utilities' response to a failed electrical transformer that resulted in a power outage at Kegonsa Elementary School.

February 4, 2020            February newsletter for the WPPI Energy Social Media Users Group, highlighting recent Stoughton Utilities *#FlashbackFriday* Facebook and Instagram content as their monthly featured post .

February 6, 2020            Stoughton Utilities billing statement insert announcing the continuation of our customer incentives towards the purchase of new ENERGY STAR<sup>®</sup> appliances and smart thermostats.

February 6, 2020            Advertising poster created by Stoughton Utilities staff for the upcoming Sustainable Stoughton presentation, "Renewable Energy for You!", sponsored by Stoughton Utilities. SU will be represented at the presentation by Utilities Director Jill Weiss and Energy Services Representative Cory Neeley.

## Brian Hoops

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**From:** Luke Butz <luke.butz@stoughton.k12.wi.us>  
**Sent:** Wednesday, January 15, 2020 2:58 PM  
**To:** Jill Weiss  
**Subject:** Kegonsa Power Outage

Hi Jill,

I want to let you know that myself and the school district are very appreciative of how your team handled the power outage yesterday. I called Bryce and he responded promptly and had everything back up and running quickly. I also appreciate the improved communication from Stoughton Utilities over the past few months.

Respectfully,

**Luke Butz**

Buildings and Grounds Supervisor  
Safety Coordinator  
Stoughton Area School District  
320 North Street, Stoughton WI 53589  
(608) 877-5071  
[www.stoughton.k12.wi.us](http://www.stoughton.k12.wi.us)

**Brian Hoops**

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**From:** Brandi Yungen  
**Sent:** Tuesday, February 4, 2020 12:01 PM  
**To:** Brian Hoops  
**Subject:** WPPI Social Media Users Group: February Newsletter



Social Media Users Group  
February 2020

**Featured Post**



Stoughton Utilities

January 10 at 11:27 AM · 🌐

A lot has changed since SU was founded in 1886. Take a look at how our utility trucks have transformed through the years!

#FlashbackFriday #PublicPower



**Stoughton Utilities** recently joined Facebook and Instagram to connect with customers and their community through social media. In this featured post, the utility promoted #Flashback Friday to showcase their long history of providing local power to their community by sharing images of utility trucks throughout the years. Throwback Thursday and Flashback Fridays provide opportunities for your utility to remind customers of your extensive experience and tradition in serving your community, evoking trust and reliability in your locally-owned utility.



WPPI Energy | 1425 Corporate Center DR, Sun Prairie, WI 53590

[Unsubscribe byungen@stoughtonutilities.com](mailto:byungen@stoughtonutilities.com)

[Update Profile](#) | [About Constant Contact](#)



# START SAVING TODAY

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



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

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

Shared strength through  WPPI Energy

**To qualify, purchases must be listed as an ENERGY STAR product. Completed form and receipt must be received prior to December 1, 2020. Visit our website for full details, limits and exclusions.**

Customer Name

Utility Account #

Customer Street Address

City, State, Zip

Home Phone #

Daytime Phone #

E-mail

Energy Star Product, Brand, Model #

Thermostat Brand, Model #



SUSTAINABLE STOUGHTON PRESENTS  
TAKING US IN A CLEAN ENERGY DIRECTION

# RENEWABLE ENERGY FOR YOU!

COME LEARN EVERYTHING YOU'VE EVER WANTED TO KNOW ABOUT SOLAR PANELS AND RENEWABLE ENERGY!

- » Solar panel installation
  - » Tax credits and incentives
  - » Renewable energy use in Stoughton
  - » Typical costs of solar panel installation
  - » Renewable energy programs for businesses
- And more!



## PRESENTATIONS BY:

Jill Weiss, Stoughton Utilities  
Cory Neeley, Stoughton Utilities  
Cal Coulliard, Solar For Good  
Sam Dunaiski, RENEW Wisconsin  
Ryan Harkin, Synergy Renewable Systems  
Al Waller, Speed Solar

**THURSDAY, FEBRUARY 20<sup>TH</sup>**  
**6 - 9 PM**

THE LAGERET  
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**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020

**To:** Stoughton Utilities Committee

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

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

The following items from prior Stoughton Utilities Committee Meeting(s) are scheduled to be presented to and/or acted upon by the Stoughton Common Council at their February 11, 2020 meeting:

Consent Agenda:

1. Minutes of the November 18, 2019 Regular Utilities Committee Meeting
2. Stoughton Utilities November Payments Due List Report
3. Stoughton Utilities December Payments Due List Report
4. Stoughton Utilities October Financial Summary
5. Stoughton Utilities November Financial Summary
6. Stoughton Utilities October Statistical Report
7. Stoughton Utilities November Statistical Report

Business:

1. Reallocation of 2020 Wastewater Capital Improvement Project Funding



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020

**To:** Stoughton Utilities Committee

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

**Subject:** Ordinance to create Section 74-16 of the City of Stoughton Code of Ordinances, Relating to Water Cross Connection Control

Chapters NR 810 and SPS 382 of the Wisconsin Administrative Code require protection for the public water system from contamination due to backflow of contaminants through the water service connection. The Wisconsin Department of Natural Resources (WDNR) requires the development and implementation of a comprehensive cross connection control program (CCCP) to effectively prevent the contamination of potable water systems.

A cross connection is defined as an actual or potential connection between a potable (safe to drink) water supply and a non-potable (unsafe to drink) source, where it is possible for a dangerous contaminant to enter the drinking water supply. Back siphonage and back pressure are two possible scenarios that can cause contaminated water to be pulled or pushed into your plumbing system through unprotected cross-connections.

Stoughton Utilities established a CCCP in 2014. This program specifies that all businesses and dwellings that receive service from the municipal water supply are inspected on a periodic rotational schedule for potential cross connections. When a potential cross connection is found, the property owner is informed and given a set period of time to make corrections to their plumbing system and permit a reinspection for verification of repairs.

The WDNR recently performed a review of Stoughton Utilities CCCP and pointed out that Stoughton has not adopted a Water Cross Connection Control ordinance. As a result, Stoughton Utilities could be subject to a legal challenge if we were to disconnect a customer from the municipal water supply if their either refused to allow us access for an inspection, or refused to perform the required corrections to eliminate a potential cross connection.

The City Attorney is currently reviewing this draft ordinance and will be providing comments and suggested revisions. If any major revisions are recommended by the City Attorney, we will bring the ordinance back to the committee for your review and follow-up.

A Water Cross Connection Control ordinance has been drafted and is being presented to the committee for your review and approval. We are requesting that the Stoughton Utilities Committee approve the creation of Section 74-16 of the City of Stoughton Code of Ordinances, relating to utilities and the creation of an ordinance for water cross connection control, with any minor revisions deemed necessary

by the City Attorney, and recommend approval of the adopting ordinance to the Stoughton Common Council.

**ORDINANCE OF THE COMMON COUNCIL**

To create Section 74-16 of the City of Stoughton Code of Ordinances, relating to utilities and the creation of an ordinance for water cross connection control.

Committee Action: The Utilities Committee recommends approval by a vote of \_\_ - \_\_.

Fiscal Impact: N/A

<b>File Number:</b> O-xxxx-2020	<b>First Reading:</b> February 25, 2020
	<b>Second Reading:</b> March 10, 2020

**RECITALS**

**WHEREAS,** Chapters NR 810 and SPS 382, Wisconsin Administrative Code, require protection for the public water system from contamination due to backflow of contaminants through the water service connection; and

**WHEREAS,** the Wisconsin Department of Natural Resources requires the development and implementation of a comprehensive cross connection control program to effectively prevent the contamination of potable water systems;

**WHEREAS,** on February 17, 2020 the Utilities Committee recommended the creation of Section 74-16 of the City of Stoughton Ordinances with the primary purpose of creating an ordinance for regulation of the City’s Cross Connection Control Program.

**WHEREAS,** the Stoughton Utilities Committee recommended creating Section 74-16 as provided in Exhibit A.

**ORDINANCE**

**NOW THEREFORE,** The City Council of the City of Stoughton, Dane County, Wisconsin, ordains as follows:

1. Chapter 74 of the City of Stoughton Code of Ordinances is amended as provided in Exhibit A to creation Section 74-16.
2. This ordinance will take effect upon adoption and publication or posting pursuant to law.

The foregoing ordinance was adopted by the Common Council of the City of Stoughton at a meeting held on March 10, 2020.

APPROVED:

\_\_\_\_\_

\_\_\_\_\_  
Timothy Swadley, Mayor

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Holly Licht, City Clerk

Posted: \_\_\_\_\_

Published: \_\_\_\_\_

Attest: \_\_\_\_\_

## EXHIBIT A

### Sec. 74-16 Cross Connection Control Program

- a. *DEFINITION OF CROSS CONNECTION.* A cross connection is defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the city's public water system, and the other of which contains water from a private source, water of unknown or questionable safety, or steam, gases, or chemicals, whereby there may be a flow from one system to the other, with the direction of flow depending on the pressure differential between the two systems.
- b. *UNPROTECTED CROSS CONNECTIONS PROHIBITED.* No person, firm, or corporation may establish or maintain, or permit to be established or maintained, any unprotected cross connection. Cross connections shall be protected as required in Ch. SPS 382, Wisconsin Administrative Code.
- c. *INSPECTION.* The utilities director, or such person as may be directed by the director, may inspect, or arrange for an inspection of, property served by the public water system for cross connections, and at their direction may require a person, firm, or corporation who owns, leases, or occupies property to have their plumbing inspected, at their own expense by a State of Wisconsin Certified Cross Connection Inspector/Surveyor. The frequency of inspections shall be established by the utilities director in accordance with Wisconsin Administrative Code. Any unprotected cross connections identified by the inspection shall be promptly corrected. Failure to promptly correct an unprotected cross connection shall be sufficient cause for the water utility to discontinue water service to the property, as provided under paragraph 6 of this ordinance.
- d. *RIGHT OF ENTRY.* Upon presentation of credentials, the utilities director, or such person as may be directed by the director, shall have the right to request entry, at any reasonable time, to a property served by a connection to the public water system for the purpose of inspecting the property for cross connections. Refusing entry to such utility representative shall be sufficient cause for the water utility to discontinue water service to the property, as provided under section 74-16 (f). If entry is refused, a special inspection warrant under Section 66.0119 of the Wisconsin Statutes, may be obtained.
- e. *PROVISION OF REQUESTED INFORMATION.* The utilities director may request an owner, lessee, or occupant of property served by a connection to the public water system to furnish the water utility with pertinent information regarding the piping systems on the property. Refusing to provide requested information shall be sufficient cause for the water utility to discontinue water service to the property, as provided under section 74-16(f).
- f. *DISCONTINUATION OF WATER FOR VIOLATION.* The water utility may discontinue water service to any property wherein the utilities director has determined that any unprotected connection in violation of this ordinance exists, and take other precautionary measures deemed necessary by the director to eliminate any danger of contamination of the public water system. Water service may be discontinued, however, only after reasonable notice and opportunity for hearing under Chapter 68, Wisconsin Statutes, except as provided in section 74-16 (g). Water service to such property shall not be restored until the unprotected cross connection has been eliminated.
- g. *EMERGENCY DISCONTINUANCE.* If it is determined by the utilities director, or such person as may be directed by the director, that an unprotected cross connection or

emergency endangers public health, safety, or welfare, and requires immediate action, and if a written finding to that effect is delivered to the customer's premises, water service may be immediately discontinued. The customer shall have an opportunity for hearing under Chapter 68, Wisconsin Statutes, with the utilities committee within 10 days of such emergency discontinuance. Water service to such property shall not be restored until the utilities director, or such person as may be directed by the director, has verified that the unprotected cross connection has been eliminated.





**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020

**To:** Stoughton Utilities Committee

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

**Subject:** Ordinance to Create Section 74-2(f) of the City of Stoughton Code of Ordinances, Relating to Relocation of Sewer Connections

Following a review of the City of Stoughton Code of Ordinances, staff was informed by the City Attorney that there is currently no requirement to relocate an existing sanitary sewer connection when the utility constructs a new main, even if an immediate environmental concern exists. It is the utility's goal to provide property owners with a reasonable amount of time to connect to new sanitary sewer infrastructure following its installation, while also maintaining a safe and reliable sewer collection system and providing for the protection of the environment.

An ordinance to address the Relocation of Sewer Connections has been drafted and is being presented to the committee for your review and approval. We are requesting that the Stoughton Utilities Committee approve the creation of Section 74-2(f) of the City of Stoughton Code of Ordinances, Relating to Relocation of Sewer Connections, and recommend approval of the adopting ordinance to the Stoughton Common Council.

**ORDINANCE OF THE COMMON COUNCIL**

To create Section 74-2(f) of the City of Stoughton Code of Ordinances, relating to relocation of sewer connections.

Committee Action: The Utilities Committee recommends approval by a vote of \_\_\_ - \_\_.

Fiscal Impact: N/A

<b>File Number:</b> O-XXXX-2020	<b>First Reading:</b> February 25, 2020
	<b>Second Reading:</b> March 10, 2020

*The City Council of the City of Stoughton, Dane County, Wisconsin, does ordain as follows:*

1. Section 74-2(f) of the City of Stoughton Municipal Code is created to provide as follows:

(f) *Notice to relocate sewer connection.* If the City constructs a new sewer main to replace an existing sewer main (the “old main”), in a manner that would require the installation of a new building sewer lateral connection to be served by the new sewer main, the Utilities Director shall determine whether and when to discontinue use of the old main. In deciding the use of the old main will be discontinued, the Utilities Director shall consider whether continued use of the old main poses a risk of harm to public health or the environment, the cost to the City of continuing to provide service using the old main, the cost to property owners of relocating their sewer laterals, and such other factors as the Utilities Director finds relevant to such determination. Before discontinuing service using the old main, the Utilities Director shall give written notice to the owner, agent or occupant of any building connected to the old sewer main to connect a building sewer lateral to the new sewer main and to abandon the building sewer lateral connected to the old sewer main. The notice shall specify the date by which the work must be completed, which shall be not less than 90 days after the date of the notice, unless environmental or other circumstances require an earlier discontinuance of the existing sewer main, as determined by the Utilities Director. If the person to whom the notice has been given fails to comply in a timely manner, the Utilities Director shall cause the necessary connection and abandonment to be made and the expense thereof shall be assessed as a special tax against the property pursuant to Wis. Stat. § 281.45.

2. This ordinance shall take effect upon passage and publication pursuant to law.

The foregoing ordinance was adopted by the Common Council of the City of Stoughton at a meeting held on March 10, 2020.

Dates

Council Adopted: \_\_\_\_\_

Mayor Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Tim Swadley, Mayor

Attest: \_\_\_\_\_

\_\_\_\_\_  
Holly Licht, City Clerk



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*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020

**To:** Stoughton Utilities Committee

**From:** Jamin T. Friedl, CPA  
City of Stoughton Finance Director

Brian R. Hoops  
Stoughton Utilities Assistant Director

Jill M. Weiss, P.E.  
Stoughton Utilities Director

**Subject:** Bad Debt Account Write-Offs through December 31, 2019

Staff is requesting that the following Stoughton Utilities customer account balances and invoices totaling \$20,176.91 be written off as uncollectible as of December 31, 2019.

The delinquent balances on the enclosed list remain after collection efforts of at least six months in duration have proven to be unsuccessful, or when collection efforts are not possible due to bankruptcy or the death of the responsible party. These delinquencies have been determined to be uncollectible, and should be written off as such.

Delinquent customer accounts and their associated balances will remain listed within our bad debt file. If a customer returns to our service territory and has previously incurred a bad debt on their account, we require a deposit to insure payment for future service. In addition, if the write-off did not result from a bankruptcy filing, we will attempt collection of the debt as a condition of new service.

Any listed debt that has been submitted to the Wisconsin Department of Revenue (DOR) for collection through their Tax Refund Intercept Program (TRIP) and/or State Debt Collection (SDC) Initiatives will remain until the DOR removes the submission.

We are requesting that the Stoughton Utilities Committee approve the Bad Debt Account Write-offs through December 31, 2019, and recommend the Stoughton Common Council approve the write-offs and adopt the accompanying resolution.

**Bad Debt Account Write-Off List**  
**Uncollectable as of December 31, 2019**

<b>Date Issued:</b>	<b>Reference:</b>	<b>Description:</b>	<b>Electric:</b>	<b>Stormwater:</b>	<b>Water:</b>	<b>Wastewater:</b>	<b>Total:</b>
7/29/2016	011998	Callout - Vehicle Accident	\$ 93.50				\$ 93.50
12/14/2016	012101	Vehicle Accident - Car vs. Pole	\$ 3,308.39				\$ 3,308.39
4/25/2017	7549-19	Uncollectable Customer Balance	\$ 251.80				\$ 251.80
5/25/2017	012207	Damaged Utility Infrastructure/Meters			\$ 2,659.72		\$ 2,659.72
6/1/2017	9493-10	Uncollectable Customer Balance	\$ 141.45				\$ 141.45
6/28/2017	9367-36	Uncollectable Customer Balance	\$ 220.04				\$ 220.04
9/18/2017	8008-14	Uncollectable Customer Balance	\$ 867.40				\$ 867.40
9/18/2017	8638-12	Uncollectable Customer Balance	\$ 152.12				\$ 152.12
10/3/2017	7523-14	Uncollectable Customer Balance	\$ 144.83				\$ 144.83
1/4/2018	012397	Damaged Utility Infrastructure/Meters	\$ 81.25				\$ 81.25
1/10/2018	8646-15	Uncollectable Customer Balance	\$ 687.50				\$ 687.50
2/16/2018	012418	Vehicle Accident - Car vs. Pole	\$ 258.68				\$ 258.68
2/26/2018	8747-13	Uncollectable Customer Balance	\$ 52.27				\$ 52.27
3/15/2018	012449	Damaged Utility Infrastructure/Meters			\$ 52.50		\$ 52.50
5/11/2018	8841-17	Uncollectable Customer Balance	\$ 51.58				\$ 51.58
5/31/2018	7415-18	Uncollectable Customer Balance	\$ 102.24				\$ 102.24
6/6/2018	8666-11	Uncollectable Customer Balance	\$ 182.68				\$ 182.68
6/19/2018	012521	Invoiced Customer Usage - Bulk Water - Bankrupt			\$ 47.82		\$ 47.82
6/19/2018	012520	Invoiced Customer Usage - Bulk Water			\$ 155.23		\$ 155.23
8/30/2018	8772-10	Uncollectable Customer Balance	\$ 84.78				\$ 84.78
9/5/2018	8482-10	Uncollectable Customer Balance	\$ 420.97				\$ 420.97
12/3/2018	012645	Damaged Utility Infrastructure/Meters			\$ 93.74		\$ 93.74
1/3/2019	012668	Callout - Customer's Own Equipment	\$ 290.06				\$ 290.06
1/3/2019	012667	Vehicle Accident - Car vs. Pole	\$ 2,358.78				\$ 2,358.78
4/4/2019	012747	Vehicle Accident - Car vs. Pole - Debtor Deceased	\$ 5,375.84				\$ 5,375.84
9/12/2019	9577-14	Uncollectable Customer Balance - Debtor Deceased	\$ 67.28				\$ 67.28
10/8/2019	3113-24	Uncollectable Customer Balance - Bankruptcy	\$ 154.09		\$ 81.05	\$ 68.31	\$ 303.45
10/15/2019	1537-28	Uncollectable Customer Balance - Bankruptcy	\$ 209.02				\$ 209.02
1/15/2020	012978	Vehicle Accident - Car vs. Pole - Debtor Deceased	\$ 1,461.99				\$ 1,461.99
<b>Total to be Written Off:</b>			<b>\$ 17,018.54</b>	<b>\$ -</b>	<b>\$ 3,090.06</b>	<b>\$ 68.31</b>	<b>\$ 20,176.91</b>

<b>RESOLUTION FROM THE UTILITIES COMMITTEE TO THE STOUGHTON COMMON COUNCIL</b>	
<p>Authorizing and directing the proper City official(s) to approve the write-off of Stoughton Utilities delinquent account balances and invoices deemed uncollectible as of December 31, 2019.</p> <p>Committee Action:     Utilities Committee recommended Common Council approval ___-__</p> <p>Fiscal Impact:         \$20,176.91</p>	
<b>File Number:</b> R- <span style="background-color: yellow;">XXX</span> -2020	<b>Date Introduced:</b> February 25, 2020

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

**WHEREAS**, Stoughton Utilities staff attempted all possible collection efforts, or received notification of discharge of debt from bankruptcy, for customer’s account balances and invoices totaling \$20,176.91, and

**WHEREAS**, these delinquencies have been determined to be uncollectible, and should be written off as such, and

**WHEREAS**, delinquent accounts and their associated balances will remain listed within a bad debt file and collection attempts resumed if a customer returns to the Stoughton Utilities service territory, and

**WHEREAS**, any listed debt that has been submitted to the Wisconsin Department of Revenue (DOR) for collection through their programs will remain until the DOR removes the submission, and

**WHEREAS**, your Stoughton Utilities Committee met on February 17, 2020 to consider this request, approved the request, and recommends approval and the adoption of the corresponding resolution, now therefore

**BE IT RESOLVED** by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed to write off uncollectible customer account balances and invoices totaling \$20,176.91 and record the amount as a 2020 operating expense.

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

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

\_\_\_\_\_  
Mayor Timothy Swadley

\_\_\_\_\_  
Date

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



**Stoughton Utilities**

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*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020  
**To:** Stoughton Utilities Committee  
**From:** Jill M. Weiss, P.E.  
Stoughton Utilities Director  
**Subject:** Sample Statewide Ordinances for Lead Service Line Replacement Programs

As Stoughton Utilities staff work on developing a draft ordinance to mandate the replacement of all privately-owned lead service lines in the City of Stoughton, we look to other Wisconsin communities that have passed similar ordinances.

Included for the committee's review are ordinances related to lead service line replacement programs in the following communities:

1. Green Bay
2. Jefferson
3. Kaukauna
4. Madison
5. Manitowoc
6. Menasha

(Sec. 13.18 Cr. by Ord. 12,544, 2-18-00)

### 13.18 LEAD WATER SERVICE LINE REPLACEMENT.

#### (1) Intent and Purpose.

The Common Council of the City of Madison finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead pipe water service lines in use within the Madison Water Utility system and to that end declares the purposes of this ordinance to be as follows:

- (a) to ensure that the water quality at every tap of Madison Water Utility customers meets the water quality standards specified under the Federal Safe Drinking Water Act; and
- (b) to reduce the lead in City drinking water to meet EPA standards and ideally to a lead contaminant level of zero in City drinking water for the health of City residents; and
- (c) to eliminate the constriction of water flow caused by mineral rich ground water flowing through lead water service pipes and the consequent buildup of mineral deposits inside lead pipes; and
- (d) to meet the WDNR requirements for local compliance with the federal Lead and Copper Rule; and
- (e) to effect the replacement of all high risk lead service lines within three years and the replacement of all remaining lead pipe water service lines in use in the City within ten years.

#### (2) Rules of Construction and Definitions.

This ordinance and all rules and orders promulgated under this ordinance shall be liberally construed so that the purposes enumerated in Subsection (1) may be accomplished. Words and phrases shall be construed and understood according to their common and usual meaning unless the contrary is clearly indicated. Within this section: “Child care facility” means any state licensed or county certified child care facility including, but not limited to, licensed family child care, licensed group centers, licensed day camps, certified school-age programs and Head Start programs.

“City” means City of Madison.

“Confirmed water sample test” means a tap water analysis completed after a prior analysis that indicated lead levels at the EPA Action level and conducted in accordance with the Lead and Copper Rule, with Sec. NR 809.547, Wis. Adm. Code., and with instructions provided by the Water Utility.



“Customer-side water service line” means the water conduit pipe running from the customer’s meter to the curb stop which is the Water Utility shut-off valve usually located eight feet into the street right-of-way from a private property line. “EPA” means the U.S. Environmental Protection Agency.

“EPA Action level” means a concentration of 15 or more parts per billion (ppb) of lead as measured at a customer’s tap.

“Federal Safe Drinking Water Act” means 42 U.S.C.A. Sec. 300f-300j-26.

“General Manager” means the Water Utility General Manager.

“High risk lead service” means a lead customer-side water service line identified in Subsections (5)(a)-(c) and any lead customer-side water service line where a confirmed water sample test of a customer’s tap water reveals a lead concentration at the EPA Action level.

“Lead and Copper Rule” means the rule created by the EPA and adopted by the WDNR in response to the passage of the Safe Drinking Water Act, which provides maximum contaminant level goals and national primary drinking water regulations (NPDWR) for controlling lead and copper in drinking water. NPDWR regarding approved treatment techniques include corrosion control treatment, source water treatment, lead service line replacement and public education. The rule may be found in 56 FR 26460, 40 CFR part 141.80-141.90, and Chapter NR 809.541-NR 809.55, Wis. Adm. Code.

“Licensed plumber” means a person, firm, corporation or other entity licensed to perform plumbing work in the City by the State of Wisconsin.

“Person” has the meaning set forth in Sec. 342.01(9), Wis. Stats. “Ppb” means parts per billion.

“Property” means any possessory interest, legal or equitable, in real property including an estate, trust, or lien, and any buildings, structures and improvements thereon.

“Service replacement schedule” means a ten-year schedule for the replacement of lead customer-side water service lines based on community resources, on availability of licensed plumbers and Water Utility resources to complete service line replacements, and on physical location of properties with lead customer-side water service lines. Based on the above factors, customers will be assigned a time period within the schedule for replacing their lead customer-side water service line. In no case shall a customer on this schedule have less than one year from the date of notification, pursuant to Subsection (6)(d), for the replacement of any lead customer-side water service line.

“Water Utility” means the City of Madison public water utility system, also known as Madison Water Utility.

“WDNR” means the Wisconsin Department of Natural Resources.

(3) Authorization.

This ordinance is enacted pursuant to Sec. 62.11(5) and Sec. 281.12(5), Wis. Stats. and as mandated by 42 U.S.C. Sec. 300g, of the Federal Safe Drinking Water Act, enforced by the EPA and the WDNR.

(4) Survey and Self Inspections.

(a) Upon notice from the Water Utility, any person who owns, manages or otherwise exercises control over a property within the Madison Water Utility system shall inspect the customer-side water service line or have the customer-side water service line inspected by a licensed plumber to determine whether the service line is lead, copper, cast iron, galvanized steel, plastic or other material. (Am. by ORD-07-00140, 10-18-07)

(b) Upon inspection, the property owner, manager or person exercising control over the property shall submit to the Water Utility on a form provided by the Water Utility a statement attesting to the type of customer-side water service line in use on the property. If the customer-side water service line is lead pipe, the property owner, manager or person exercising control over the property shall provide additional information as requested by the Water Utility about the residence, business or property and its water use.

(c) The statement required under Subsection (4)

(b), based on a proper inspection, shall be due within 90 days of notification by the Water Utility. Notification shall be by first class mailing to the property owner’s address as recorded in the City Assessor’s Office. It is the sole responsibility of the person who owns, manages, or otherwise exercises control over the property to maintain a current mailing address with the City Assessor’s Office.

(5) Lead Service Line Replacement.

Owners, managers or persons otherwise exercising control over properties within the Madison Water Utility system with lead customer-side water service lines in use shall replace the lead customer-side water service lines according to the following schedules:

(a) Schools or child care facilities: within one year of filing the statement required under Subsection (4)(b).

(b) Properties at which a confirmed water sample test at the tap shows lead concentration at 15 or more ppb: within two years of filing the statement required

under Subsection (4)(b) or within two years of receipt by the Water Utility of the confirmed water sample test, whichever is later.

(c) Properties where more than 20 people regularly have access to drinking water during any eight-hour period: within three years of filing the statement required under Subsection (4)(b).

(d) Properties where the Water Utility is replacing its side of the lead water service line to the property: at the same time the Utility replaces its service lines.

(e) Any property which is not covered in Subsections (5)(a)-(d): according to the service replacement schedule established by the Water Utility.

(f) Any property meeting the conditions of more than one category under Subsections (5)(a)-(d): according to that subsection with the earliest required replacement date.

(g) Notwithstanding the schedules set forth in Subsections (5)(a)-(f), all lead customer-side water service lines shall be replaced no later than January 1, 2011. (Am. by Ord. 12, 715, 12-4-00) (Am. by ORD-07-00140, 10-18-07)

#### (6) Application and Scheduling.

(a) Owners, managers or persons otherwise exercising control over properties shall obtain from and submit to the Water Utility, in accordance with its service rules, an Application for Water Service which states an intention to replace the lead customer-side water service line.

(b) The Application for Water Service shall be filed no later than one week prior to replacement to allow for the coordination of replacement and inspection as necessary.

(c) The Water Utility will inform customers identified in Subsection (5)(d) at least thirty (30) days prior to the replacement of City-side lead water service lines.

(d) The Water Utility will notify customers identified in Subsection (5)(e) of their assigned placement within the service replacement schedule at least one year prior to the date their lead customer-side water service line must be replaced in order to comply with the schedule.

#### (7) Financing of Replacement.

(a) The Water Utility may, contingent on availability of funding, administer lead service replacement reimbursement program. Upon application to the Water Utility, owners, managers or persons otherwise exercising control over properties with lead customer-side water service lines who replaced such lines after January

1, 1992, in accordance with applicable Utility rules, guidelines and schedules, and who have complied with all of the provisions of this ordinance will be eligible for a reimbursement payment not to exceed fifty percent (50%) of the cost of replacement of any lead customer-side water service line in use, up to a maximum of \$1,000 for each service line replaced. Application for reimbursement must include, as documentation of replacement and cost, a payment receipt from a licensed plumber for replacing the lead customer-side water service line at the subject property. Disputes regarding eligibility for reimbursement may be appealed to the Water Utility Board. (Cr. by Ord. 12,558, 4-7-00; Am. by ORD-07-00099, 8-03-07)

(b) An eligible property owner, as defined in Section 4.082(2), Madison General Ordinances, may apply to the City for financing of any portion of the cost of replacing a lead customer-side water service line that is not reimbursed under Subsection (7)(a). If approved, the amount financed shall be a special charge against the owner and treated as such in accordance with the provisions of Section 4.082 and 4.09, Madison General Ordinances. Applications for financing of costs for replacing lead customer-side water service lines must include documentation of the eligibility criteria contained in Section 4.082(2), Madison General Ordinances, and of the cost of replacing the water service lines. (8) Exceptions.

(a) The Water Utility may extend the time for submission of the statement required under Subsection (4)(b) or may modify the inspection requirement set forth under Subsection (4)(a) if the customer so requests and demonstrates compelling need. (b) Upon the demonstration of compelling need, the owner of a single-family dwelling or a business to which the public has no access to tap water and with no more than five (5) employees, may request a change of schedule or an extension of time for compliance with Subsection (5).

(c) Guidelines for the consideration of requests under Subsections (8)(a) and (b) will be established by the Water Utility Board. (Am. by ORD-07-00099, 8-03-07)

(d) Compliance deadlines will be calculated on a calendar year basis but may be deferred during the months of December through March on the basis of weather constraints.

#### (9) Prohibitions.

(a) It shall be unlawful for any person to file a false statement under Subsection (4)(b).

(b) It shall be unlawful for any person to fail to comply with the applicable lead customer-side water service line replacement requirements as set forth in Subsection (5).

(c) It shall be unlawful for any person to violate any other provision of this ordinance. (10) Penalties. (a) Any person who violates any provision of this ordinance may be subject to a forfeiture of no less than fifty dollars (\$50) and no

more than one thousand dollars (\$1,000). (Am. by Ord. 13,500, 1-23-04) (b)  
Each day a violation continues may be considered a separate offense. (11)  
Severability. If any subsection or portion of this ordinance is for any reason held  
to be invalid or unconstitutional by a decision of a court of competent jurisdiction,  
that subsection or portion shall be deemed severable and shall not affect the  
validity of the remaining portions of the ordinance.

#### 10) Penalties.

(a) Any person who violates any provision of this ordinance may be subject to a  
forfeiture of no less than fifty dollars (\$50) and no more than one thousand dollars  
(\$1,000). (Am. by Ord. 13,500, 1-23-04)

(b) Each day a violation continues may be considered a separate offense. (11)  
Severability. If any subsection or portion of this ordinance is for any reason held  
to be invalid or unconstitutional by a decision of a court of competent jurisdiction,  
that subsection or portion shall be deemed severable and shall not affect the  
validity of the remaining portions of the ordinance.

(Sec. 13.18 Cr. by Ord. 12,544, 2-18-00)

## Chapter 277. Water

### § 277-4. Lead water service lateral replacement program.

[Added 4-18-2017 by Ord. No. 7-17]

#### A. Lead water service lateral replacement requirement.

- (1) Every water service lateral connected to the Jefferson Utility Water System (Utility) should be made of suitable material as determined by the Jefferson Utility Commission.
- (2) Intent and purpose. The Common Council of the City of Jefferson finds that it is in the public interest to establish a comprehensive voluntary program for the removal and replacement of lead water laterals in use within both the public Utility and in private systems and to that end declares the purposes of this section to be as follows:
  - (a) To ensure the water quality at every tap of Utility customers meets the water quality standards specified under the federal Safe Drinking Water Act;<sup>[1]</sup> and  
 [1] *Editor's Note: See 42 U.S.C. § 300f et seq.*
  - (b) To reduce the lead in City drinking water to meet Environmental Protection Agency (EPA) standards and ideally to reduce lead contaminant level to zero in City drinking water for the health of City residents; and
  - (c) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead water service pipes and the consequent buildup of mineral deposits inside lead pipes; and
  - (d) To meet the Wisconsin Department of Natural Resources (WDNR) requirements for local compliance with the Lead and Copper Rule.
- (3) Owner to voluntarily replace lead service. Existing lead water service laterals connected to the Utility may be replaced with water service laterals made of suitable materials and at the owner's expense. Replacement may be completed either before or in conjunction with the next water main project servicing the lateral to the affected property.
  - (a) Affected property owners may contract with a licensed contractor to complete the replacement. If the property owner selects this option, the lead water service lateral should be replaced before the Utility replaces the main or during construction; or
  - (b) If available, affected property owners may have the Utility contractors complete the replacement.
    - [1] The Utility may, as part of any water main project, add an alternative to the Utility's contract requesting unit bid prices for the calculation of the cost for private lead water service lateral replacement. This will include removing the entire lateral from the main to the water meter inside of the dwelling or building and replacing lead piping with suitable material.
    - [2] If available and should the property owner select this option, the property owner will be charged the entire cost of the removal and replacement. In addition, all restoration on the private property will be the responsibility of the property owner (for example, top soil, concrete, steps, asphalt, bushes, and porches).
  - (c) Qualified owners may be able to seek reimbursement through the Jefferson Utility contingent upon funds being available from the Wisconsin Department of Natural Resources Lead Service Line Replacement Funding Program, or other similar program, that can provide funds for private utility improvements. The amount of any grant shall be at the discretion of Jefferson Utility, but shall not exceed the reasonable cost of the improvements.

[Amended 1-16-2018 by Ord. No. 1-18]

- (4) Water system reconstruction. Property owners in an area where public water system reconstruction is taking place will be notified, in writing, of capital improvement projects involving public water mains. The notification should be at least 60 days prior to the commencement of the water main construction, and shall be issued by the Jefferson Utilities.
- (5) Inspection required. The Jefferson Utilities Manager, or his/her designee, shall inspect all private connections to the public water mains for presence of lead or lead causing pipes prior to, if possible, or at the time that the Utility water main is to be reconstructed. If it is unable to gain access for inspection, Jefferson Utilities may pursue an inspection warrant. In the event the lateral is found to contain lead the Utility Manager, or his/her designee, shall notify the owner, in writing, by United States Mail within 10 working days, of the fact, along with information about the City's Lead Water Service Replacement Program. The affected property owner may provide proof of arrangements for replacement of the private lead water service lateral within 90 days of the date of the notification letter.

**ORDINANCE NO. 1783**

**REPEALING AND RECREATING SECTION 13.066 OF THE CITY OF KAUKAUNA  
MUNICIPAL CODE**

WHEREAS, the Common Council of the City of Kaukauna recognizes that water services lines containing lead pose the potential to leach lead into potable water supplies, ; and

WHEREAS, the Common Council of the City of Kaukauna recognizes that lead in potable water supplies constitutes a public health risk; and

WHEREAS, the Utility Commission of Kaukauna Utilities has recommended repeal and recreation of Section 13.066 of the City of Kaukauna Municipal Code to include provisions requiring replacement of water service lines containing lead, and

WHEREAS, the Common Council of the City of Kaukauna therefore finds it in the public interest to establish a comprehensive program for removing and replacing all lead service lines within and connected to the Kaukauna Utility water distribution system;

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Kaukauna, Wisconsin, that said council does hereby repeal Section 13.066 of the City of Kaukauna Municipal Code, and does recreate Section 13.066 of the City of Kaukauna Municipal Code, as follows:

**Sec. 13.066. - Lead water service line replacement.**

**(1) Intent and purpose.** The common council of the city finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead pipe water service lines in use within both the city utilities water system and in private systems and, to that end, declares the purposes of this section to be as follows:

- (a) To ensure that the water quality at every tap of utility customers meets the water quality standards specified under the federal law;
- (b) To reduce the lead in city drinking water to meet the Environmental Protection Agency (EPA) standards and ideally to a lead contaminant level of zero in city drinking water for the health of city residents;
- (c) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead water service pipes and the consequent buildup of mineral deposits inside lead pipes; and
- (d) To meet the Wisconsin Department of Natural Resource (WDNR) requirements for local compliance with the Lead and Copper Rule (see 56 CFR 6460, 40 CFR parts 141.80—141.90 and Wis. Admin. Code §§ NR 809.541—809.55).



**(2) Identification of Lead Service Lines.**

(a) Upon notice from Kaukauna Utilities, any person or entity who owns, manages or otherwise exercises control over a property connected to the Kaukauna Utilities water distribution system shall allow Kaukauna Utilities to inspect the customer side service line to determine the material of construction as authorized pursuant to Wis. Stats. §§ 196.171, *et. seq.*

(b) *Right of entry* . Upon presentation of credentials, representatives of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the utility for inspection of service line. If entry is refused, such representatives shall obtain a special inspection warrant under Wis. Stats. § 66.0119. Upon request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system on such property.

(c) Kaukauna Utilities shall create and maintain a record of the location of all identified lead service lines in the City of Kaukauna.

(d) Kaukauna Utilities shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the Kaukauna Utilities water distribution system that has been inspected and determined to be constructed of lead.

**(3) Replacement of Lead service Lines.**

(a) *Owner to replace lead service*. The owner shall, at the owner's expense, replace the lead service. In all cases, the city shall supply an appropriate connection point as part of its work. The owner may elect to:

1. Contract with licensed contractor to complete the repair. All work needed to accomplish the repair shall be done at the expense of the owner. Within 30 days of the giving of notice of deficiency under subsection (2)(a) of this Section, proof of arrangements for repair shall be provided to the utility water superintendent or his designee and within 30 days of the giving of notice the repairs shall be completed.

2. Have the city contractors, if available, complete the repair.

i. The city may, as part of any project, request unit bid prices for the calculation of the cost of making appropriate repair to the private building water laterals.

ii. If available, and should the owner select this option, the owner will be charged the entire cost of making the repair. The owner may elect to pay the entire amount upon completion of the work, or the owner may request to be billed in ten annual installments or less plus interest, as provided in section 8.03(2)i of this Code.

(b) *Water system reconstruction*.

1. *Inspection required*. The utility water superintendent or his designee shall inspect all private connections to the public water mains at the time that the utility system is to be reconstructed:

i. Any existing private lead water lateral shall be considered illegal.

ii. Prior to the actual reconstruction of the water main and lateral system, each property owner shall be given written notice of the project. Such notice shall be made not less than 30 days prior to commencement of the actual work.

iii. As the reconstruction progresses, the utility water superintendent or his designee shall inspect each private water lateral connection for the presence of lead or, in the event inspection had been made previously, determine the condition of the private water connection from inspection records.

iv. In the event that the private water lateral does not contain lead, the city shall reconnect the same to the utility system at an appropriate point near the right-of-way line.

v. In the event that the private water lateral is found to contain lead, the utility water superintendent or his designee shall immediately notify the owner in writing of that fact.

2. Pursuant to Section 13.066 (3), the owner shall, at the owner's expense, replace the lead service. In all cases, the city shall supply an appropriate connection point as part of its work. The owner may elect to:

i. Contract with licensed contractor to complete the repair. All work needed to accomplish the repair shall be done at the expense of the owner. Within 30 days of the giving of notice of deficiency under subsection (2)(a) of this section, proof of arrangements for repair shall be provided to the utility water superintendent or his designee and within 30 days of the giving of notice the repairs shall be completed.

ii. Have the city contractors, if available, complete the repair.

(a). The city may, as part of any project, request unit bid prices for the calculation of the cost of making appropriate repair to the private building water laterals.

(b). If available, and should the owner select this option, the owner will be charged the entire cost of making the repair. The owner may elect to pay the entire amount upon completion of the work, or the owner may request to be billed in ten annual installments or less plus interest, as provided in section 8.03(2)i of this Code.

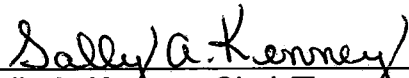
(4) **Authority to discontinue service.** As an alternative to any other methods provided for obtaining compliance with the requirements of this Code regarding replacement of illegal private water laterals, the utility may, no sooner than 30 days after the giving of notice as provided in subsection (2)(a) of this section, discontinue water service to such property served by illegal private water lateral after reasonable notice and an opportunity for hearing before the city utility commission under Wis. Stats. ch. 68.

Introduced and adopted this 5th day of March, 2019.

APPROVED: \_\_\_\_\_

  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_

  
Sally A. Kerney, Clerk/Treasurer

**ORDINANCE NO. 1784**

**REPEALING AND RECREATING SECTION 13.05(9)(i)2.b.ii OF THE CITY OF  
KAUKAUNA MUNICIPAL CODE**

WHEREAS, the Common Council of the City of Kaukauna did amend city ordinances to provide or a 10 year pay-back period for public works property owner assessments; and

WHEREAS, Section 13.05(9)(i)2.b.ii of the City of Kaukauna Municipal Code continues to specify an 8 year payback period to property owner assessments for sewer utility replacement; and

WHEREAS, Section 13.05(9)(i)2.b.ii of the City of Kaukauna Municipal Code refers to Section, 8.03(2)(j), which has been amended to provide for a 10 year pay-back period for public works property owner assessments; and

WHEREAS, Section 13.05(9)(i)2.b.ii of the City of Kaukauna Municipal Code incorrectly references a Section, 8.03(2)(j), which section no longer exists and is no longer relevant under the current City of Kaukauna Municipal Code; and

WHEREAS, the Utility Commission of Kaukauna Utilities has recommended repeal and recreation of Section 13.05(9)(i)2.b.ii of the City of Kaukauna Municipal Code to provide for a 10 year payback period for such assessments;

WHEREAS, the Common Council of the City of Kaukauna recognizes that clarity of applicable provisions and uniformity of assessment pay back periods under the City of Kaukauna Municipal Code is desirable and beneficial to the public; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Kaukauna, Wisconsin, that said council does hereby repeal Section 13.05(9)(i)2.b.ii of the City Kaukauna Municipal Code, and does recreate Section 13.05(9)(i)2.b.ii of the City of Kaukauna Municipal Code, as follows:

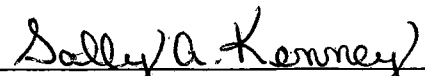
**Sec. 13.05(9)(i) 2.b.ii** If available, and should the owner select this option, the owner will be charged the entire cost of making the repair. The owner may elect to pay the entire amount upon completion of the work, or the owner may request to be billed in ten annual installments or less plus interest as provided in section 8.03(2)(i).

Introduced and adopted this 5th day of March, 2019.

APPROVED:

  
Anthony J. Penterman, Mayor

ATTEST:

  
Sally A. Kenney, Clerk/Treasurer

(Sec. 13.18 Cr. by Ord. 12,544, 2-18-00)

### 13.18 LEAD WATER SERVICE LINE REPLACEMENT.

#### (1) Intent and Purpose.

The Common Council of the City of Madison finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead pipe water service lines in use within the Madison Water Utility system and to that end declares the purposes of this ordinance to be as follows:

- (a) to ensure that the water quality at every tap of Madison Water Utility customers meets the water quality standards specified under the Federal Safe Drinking Water Act; and
- (b) to reduce the lead in City drinking water to meet EPA standards and ideally to a lead contaminant level of zero in City drinking water for the health of City residents; and
- (c) to eliminate the constriction of water flow caused by mineral rich ground water flowing through lead water service pipes and the consequent buildup of mineral deposits inside lead pipes; and
- (d) to meet the WDNR requirements for local compliance with the federal Lead and Copper Rule; and
- (e) to effect the replacement of all high risk lead service lines within three years and the replacement of all remaining lead pipe water service lines in use in the City within ten years.

#### (2) Rules of Construction and Definitions.

This ordinance and all rules and orders promulgated under this ordinance shall be liberally construed so that the purposes enumerated in Subsection (1) may be accomplished. Words and phrases shall be construed and understood according to their common and usual meaning unless the contrary is clearly indicated. Within this section: “Child care facility” means any state licensed or county certified child care facility including, but not limited to, licensed family child care, licensed group centers, licensed day camps, certified school-age programs and Head Start programs.

“City” means City of Madison.

“Confirmed water sample test” means a tap water analysis completed after a prior analysis that indicated lead levels at the EPA Action level and conducted in accordance with the Lead and Copper Rule, with Sec. NR 809.547, Wis. Adm. Code., and with instructions provided by the Water Utility.

“Customer-side water service line” means the water conduit pipe running from the customer’s meter to the curb stop which is the Water Utility shut-off valve usually located eight feet into the street right-of-way from a private property line. “EPA” means the U.S. Environmental Protection Agency.

“EPA Action level” means a concentration of 15 or more parts per billion (ppb) of lead as measured at a customer’s tap.

“Federal Safe Drinking Water Act” means 42 U.S.C.A. Sec. 300f-300j-26.

“General Manager” means the Water Utility General Manager.

“High risk lead service” means a lead customer-side water service line identified in Subsections (5)(a)-(c) and any lead customer-side water service line where a confirmed water sample test of a customer’s tap water reveals a lead concentration at the EPA Action level.

“Lead and Copper Rule” means the rule created by the EPA and adopted by the WDNR in response to the passage of the Safe Drinking Water Act, which provides maximum contaminant level goals and national primary drinking water regulations (NPDWR) for controlling lead and copper in drinking water. NPDWR regarding approved treatment techniques include corrosion control treatment, source water treatment, lead service line replacement and public education. The rule may be found in 56 FR 26460, 40 CFR part 141.80-141.90, and Chapter NR 809.541-NR 809.55, Wis. Adm. Code.

“Licensed plumber” means a person, firm, corporation or other entity licensed to perform plumbing work in the City by the State of Wisconsin.

“Person” has the meaning set forth in Sec. 342.01(9), Wis. Stats. “Ppb” means parts per billion.

“Property” means any possessory interest, legal or equitable, in real property including an estate, trust, or lien, and any buildings, structures and improvements thereon.

“Service replacement schedule” means a ten-year schedule for the replacement of lead customer-side water service lines based on community resources, on availability of licensed plumbers and Water Utility resources to complete service line replacements, and on physical location of properties with lead customer-side water service lines. Based on the above factors, customers will be assigned a time period within the schedule for replacing their lead customer-side water service line. In no case shall a customer on this schedule have less than one year from the date of notification, pursuant to Subsection (6)(d), for the replacement of any lead customer-side water service line.

“Water Utility” means the City of Madison public water utility system, also known as Madison Water Utility.

“WDNR” means the Wisconsin Department of Natural Resources.

(3) Authorization.

This ordinance is enacted pursuant to Sec. 62.11(5) and Sec. 281.12(5), Wis. Stats. and as mandated by 42 U.S.C. Sec. 300g, of the Federal Safe Drinking Water Act, enforced by the EPA and the WDNR.

(4) Survey and Self Inspections.

(a) Upon notice from the Water Utility, any person who owns, manages or otherwise exercises control over a property within the Madison Water Utility system shall inspect the customer-side water service line or have the customer-side water service line inspected by a licensed plumber to determine whether the service line is lead, copper, cast iron, galvanized steel, plastic or other material. (Am. by ORD-07-00140, 10-18-07)

(b) Upon inspection, the property owner, manager or person exercising control over the property shall submit to the Water Utility on a form provided by the Water Utility a statement attesting to the type of customer-side water service line in use on the property. If the customer-side water service line is lead pipe, the property owner, manager or person exercising control over the property shall provide additional information as requested by the Water Utility about the residence, business or property and its water use.

(c) The statement required under Subsection (4)

(b), based on a proper inspection, shall be due within 90 days of notification by the Water Utility. Notification shall be by first class mailing to the property owner’s address as recorded in the City Assessor’s Office. It is the sole responsibility of the person who owns, manages, or otherwise exercises control over the property to maintain a current mailing address with the City Assessor’s Office.

(5) Lead Service Line Replacement.

Owners, managers or persons otherwise exercising control over properties within the Madison Water Utility system with lead customer-side water service lines in use shall replace the lead customer-side water service lines according to the following schedules:

(a) Schools or child care facilities: within one year of filing the statement required under Subsection (4)(b).

(b) Properties at which a confirmed water sample test at the tap shows lead concentration at 15 or more ppb: within two years of filing the statement required

under Subsection (4)(b) or within two years of receipt by the Water Utility of the confirmed water sample test, whichever is later.

(c) Properties where more than 20 people regularly have access to drinking water during any eight-hour period: within three years of filing the statement required under Subsection (4)(b).

(d) Properties where the Water Utility is replacing its side of the lead water service line to the property: at the same time the Utility replaces its service lines.

(e) Any property which is not covered in Subsections (5)(a)-(d): according to the service replacement schedule established by the Water Utility.

(f) Any property meeting the conditions of more than one category under Subsections (5)(a)-(d): according to that subsection with the earliest required replacement date.

(g) Notwithstanding the schedules set forth in Subsections (5)(a)-(f), all lead customer-side water service lines shall be replaced no later than January 1, 2011. (Am. by Ord. 12, 715, 12-4-00) (Am. by ORD-07-00140, 10-18-07)

#### (6) Application and Scheduling.

(a) Owners, managers or persons otherwise exercising control over properties shall obtain from and submit to the Water Utility, in accordance with its service rules, an Application for Water Service which states an intention to replace the lead customer-side water service line.

(b) The Application for Water Service shall be filed no later than one week prior to replacement to allow for the coordination of replacement and inspection as necessary.

(c) The Water Utility will inform customers identified in Subsection (5)(d) at least thirty (30) days prior to the replacement of City-side lead water service lines.

(d) The Water Utility will notify customers identified in Subsection (5)(e) of their assigned placement within the service replacement schedule at least one year prior to the date their lead customer-side water service line must be replaced in order to comply with the schedule.

#### (7) Financing of Replacement.

(a) The Water Utility may, contingent on availability of funding, administer lead service replacement reimbursement program. Upon application to the Water Utility, owners, managers or persons otherwise exercising control over properties with lead customer-side water service lines who replaced such lines after January

1, 1992, in accordance with applicable Utility rules, guidelines and schedules, and who have complied with all of the provisions of this ordinance will be eligible for a reimbursement payment not to exceed fifty percent (50%) of the cost of replacement of any lead customer-side water service line in use, up to a maximum of \$1,000 for each service line replaced. Application for reimbursement must include, as documentation of replacement and cost, a payment receipt from a licensed plumber for replacing the lead customer-side water service line at the subject property. Disputes regarding eligibility for reimbursement may be appealed to the Water Utility Board. (Cr. by Ord. 12,558, 4-7-00; Am. by ORD-07-00099, 8-03-07)

(b) An eligible property owner, as defined in Section 4.082(2), Madison General Ordinances, may apply to the City for financing of any portion of the cost of replacing a lead customer-side water service line that is not reimbursed under Subsection (7)(a). If approved, the amount financed shall be a special charge against the owner and treated as such in accordance with the provisions of Section 4.082 and 4.09, Madison General Ordinances. Applications for financing of costs for replacing lead customer-side water service lines must include documentation of the eligibility criteria contained in Section 4.082(2), Madison General Ordinances, and of the cost of replacing the water service lines. (8) Exceptions.

(a) The Water Utility may extend the time for submission of the statement required under Subsection (4)(b) or may modify the inspection requirement set forth under Subsection (4)(a) if the customer so requests and demonstrates compelling need. (b) Upon the demonstration of compelling need, the owner of a single-family dwelling or a business to which the public has no access to tap water and with no more than five (5) employees, may request a change of schedule or an extension of time for compliance with Subsection (5).

(c) Guidelines for the consideration of requests under Subsections (8)(a) and (b) will be established by the Water Utility Board. (Am. by ORD-07-00099, 8-03-07)

(d) Compliance deadlines will be calculated on a calendar year basis but may be deferred during the months of December through March on the basis of weather constraints.

#### (9) Prohibitions.

(a) It shall be unlawful for any person to file a false statement under Subsection (4)(b).

(b) It shall be unlawful for any person to fail to comply with the applicable lead customer-side water service line replacement requirements as set forth in Subsection (5).

(c) It shall be unlawful for any person to violate any other provision of this ordinance. (10) Penalties. (a) Any person who violates any provision of this ordinance may be subject to a forfeiture of no less than fifty dollars (\$50) and no



more than one thousand dollars (\$1,000). (Am. by Ord. 13,500, 1-23-04) (b)  
Each day a violation continues may be considered a separate offense. (11)  
Severability. If any subsection or portion of this ordinance is for any reason held  
to be invalid or unconstitutional by a decision of a court of competent jurisdiction,  
that subsection or portion shall be deemed severable and shall not affect the  
validity of the remaining portions of the ordinance.

#### 10) Penalties.

(a) Any person who violates any provision of this ordinance may be subject to a  
forfeiture of no less than fifty dollars (\$50) and no more than one thousand dollars  
(\$1,000). (Am. by Ord. 13,500, 1-23-04)

(b) Each day a violation continues may be considered a separate offense. (11)  
Severability. If any subsection or portion of this ordinance is for any reason held  
to be invalid or unconstitutional by a decision of a court of competent jurisdiction,  
that subsection or portion shall be deemed severable and shall not affect the  
validity of the remaining portions of the ordinance.

(Sec. 13.18 Cr. by Ord. 12,544, 2-18-00)

## **12.110 Water Laterals.**

**(1) Responsibility for Lateral Repairs.** The owner of any property to which a water lateral is connected shall make all required repairs to the water lateral. Should the City of Manitowoc and/or the Manitowoc Public Utilities determine that a water lateral requires repair, the owner shall be notified by certified mail of the need for the repair. If the owner cannot be located, a notice posted on one of the doors to the property shall be sufficient notice. If repairs are not commenced within three days of receipt of the notice by mail or within three days of the posting, the Manitowoc Public Utilities may make the necessary repairs to the water lateral.

(2) In the case of street excavations required because of repair to water laterals, the Manitowoc Public Utilities, which has accepted the maintenance responsibility for laterals from the main to the shut-off box (curb stop), shall be responsible for street restoration costs.

**(3) Assessment.** Any work done by the Manitowoc Public Utilities hereunder shall be charged against the property as a special assessment authorized by Wis. Stat. § 66.0627.

**(4) Loan and Grant Program.** Manitowoc Public Utilities is authorized to operate a lead service lateral replacement loan program, as approved by the Manitowoc Public Utilities Commission.

[Ord. 17-514 § 1, 2017; Ord. 12-070 § 2, 2012; Ord. 08-490 § 1, 2008. Prior code § 12.11]

### **17.090 Additional Requirements.**

**(1) Service Pipe Minimum Size.** The minimum size of a water service pipe shall be three-quarters of an inch ID. 3/4".

#### **(2) Water Heaters, Water Softeners – Installation – Registration – Inspection – Fee.**

(a) Permit Required. See definition of **plumbing**, MMC 17.010; also Wis. Stat. § 145.01(10) (a) through (e).

(b) Supply Pipe. Every gas water heater shall be provided with an adequate gas supply pipe. No such supply pipe shall have a diameter less than the inlet pipe of the heater, and all such supply pipes shall be provided with a shut-off valve.

(c) Vent Pipe. Every gas water heater shall have an entirely separate and independent vent pipe of adequate size (except when connected to a chimney) extended vertically, or nearly so, through the roof and shall have a suitable anti-down draft hood, cowl, or cap attachment, approved by the Plumbing Inspector, and must be furnished and installed by or provided for by the person, firm or corporation installing the heater, and no damper shall be installed in such vent pipe.

(d) Installation of Vent Pipe. Every gas water heater vent pipe shall be constructed and installed in a safe, secure, and workmanlike manner so as not to be a fire hazard to the building in any way or a menace to the health of the occupants.

(e) Basement Floor Drains. All basements shall have installed therein, in the manner prescribed by State code, at least one floor drain, the outlet of which shall be connected to a sanitary sewer.

(f) Outside Water Meters Required. Outside registers for the purpose of obtaining water meter readings shall be required:

1. For any water meter installed after December 15, 1977; or
2. Where any type of remodeling is commenced after December 15, 1977, for which a plumbing permit is required.

**(3) Water Services and Private Water Mains Construction Materials.** Water service laterals and private water mains from the public water main in the street to the curb stop shall be of ductile iron, PVC, PE or of Type K copper materials, as set forth in Wis. Adm. Code SPS Chapter 384.

When it appears that a lead or galvanized water service has failed, it shall be replaced with ductile iron, PVC, PE or of Type K copper, from the main in the street to the curb stop; provided, however, that water services damaged by the water utility during disconnection for nonpayment of a water bill may be repaired rather than replaced.

When it appears, upon inspection, that a lead or galvanized water service lateral has failed from the curb stop to the building control valve, the lateral shall be replaced by a lateral of materials as set forth in Wis. Adm. Code SPS Chapter 384.

Homeowners are required to replace a lead water service from curb stop to the home when the utility is replacing the street portion on a water main replacement project.

# EXHIBIT 1

# ORDINANCES



ORDINANCE O-14-17

AN ORDINANCE CREATING PRIVATE LEAD AND GALVANIZED WATER SERVICE  
LATERAL REPLACEMENT REQUIREMENT

Introduced by Alderman Nichols

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Amend the Code of Ordinances of the City of Menasha, Wisconsin by Creating  
Title 9, Chapter 2, SECS. 17 – 18 as follows:

WHEREAS, the Water and Light Commission has requested and recommended the  
Common Council adopt the attached ordinance mandating the replacement of private water  
service laterals containing lead or galvanized pipe at the time the Utility replaces its portion of  
the lead service in order to protect health and safety and to meet state and federal water quality  
requirements.

**Title 9 – Public Utilities**

**CHAPTER 2**

**Water Utility Regulations**

**SEC. 9-2-17 WATER SERVICE LATERALS.**

Every water service lateral connected to the Utility shall be made of suitable material as  
determined by the Water and Light Commission. No lead or galvanized service line will be  
allowed to connect to a Utility line once replaced.

**SEC. 9-2-18 LEAD & GALVANIZED WATER SERVICE REPLACEMENT  
PROGRAM.**

- (a) Intent and Purpose. The Common Council of the City of Menasha finds that it is in the  
public interest to establish a comprehensive program for the removal and replacement of  
lead and galvanized water service laterals in use within both the Menasha Utilities Water  
system (Utility) and in private systems and to that end declares the purposes of this  
ordinance to be as follows:
- (1) To ensure the water quality at every tap of Utility customers meets the water  
quality standards specified under the Federal Safe Drinking Water Act; and
  - (2) To reduce the lead in City drinking water to meet Environmental Protection  
Agency (EPA) standards and ideally to reduce lead contaminant level to zero in  
City drinking water for the health of City residents; and
  - (3) To eliminate the constriction of water flow caused by mineral rich surface water

flowing through lead and galvanized water service pipes and the consequent buildup of mineral deposits inside lead and galvanized pipes; and

- (4) To meet the Wisconsin Department of Natural Resource (WDNR) requirements for local compliance with the Lead and Copper Rule (*see* 56CFR6460; Title 40 CFR part 141.80-141.91 and Chapter NR 809.54-809.55 Wisconsin Administrative Code).

- (b) Owner to Replace Lead and Galvanized Service. Existing lead and galvanized water service laterals connected to the Utility shall be replaced with water service laterals made of suitable material and at the owner's expense. Replacement shall be completed either before or in conjunction with the next Utility project in the area of the affected property.

- (1) Affected property owners may contract with a licensed contractor to complete the replacement. If the property owner selects this option, the lead or galvanized water service lateral shall be replaced before the start of or during construction of the Utility project; or,

- (2) If available, affected property owners may have the Utility contractors complete the replacement.

A. The Utility may, as part of any water project, add an alternative to the Utility's contract requesting unit bid prices for the calculation of the cost for private lead or galvanized water service lateral replacement. This will include removing the entire lateral from the main to the inside of the house and replacing all lead or galvanized piping with suitable material.

B. If available, and should the property owner select this option, the property owner will be charged the entire cost of the removal and replacement. In addition, all restoration will be the responsibility of the property owner (for example, top soil, concrete, steps, asphalt, bushes, and porches).

- (c) Utility Water System Construction Requirements.

- (1) Notification to Property Owners. Property owners in the project area will be notified, in writing, of capital improvement projects involving public water mains or replacement of lead services on the Utility side. The notification shall be at least 30 days prior to commencement of the construction.

- (2) Inspection Required. The Water Utility Manager or their designee shall inspect all private connections to the public water mains for the presence of lead or galvanized pipe prior to, if possible, or at the time that the Utility system is to be reconstructed and if unable to gain access for inspection, may pursue an inspection warrant.

A. In the event that a private water service lateral is found to contain lead or galvanized pipe the Water Utility Manager or designee shall immediately notify the owner, in writing, of that fact along with information about the Utility's Lead or Galvanized Water Service Lateral Replacement Program.

B. The affected property owner shall provide proof of arrangements for replacement of the lead or galvanized water service lateral to the Water Utility Manager or their designee within 30 days of the date of the notification letter.

SECTION 2: This ordinance shall become effective January 1, 2018.

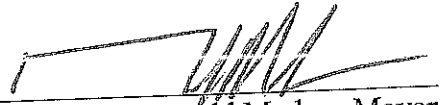
Passed and approved this 4<sup>th</sup> day of December, 2017

Recommended by: Board of Public  
Works

Motion/Second:  
Ald. Nichols/Ald. Sevenich

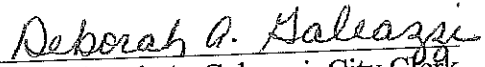
Passed: 6-2  
Ald. Nichols, Taylor, Sevenich,  
Collier, Grade, Benner voted yes.  
Ald. Krueger, Zelinski voted no.

Requires: Majority Vote



Donald Merkes, Mayor

ATTEST:



Deborah A. Galeazzi, City Clerk



ORDINANCE O-9-18

AN ORDINANCE AMENDING TITLE 9, CHAPTER 2 OF THE CODE OF ORDINANCES  
(Lead and Galvanized Water Service Laterals)

Introduced by Aldermen Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon, Steve Krueger, Tom Grade, Ted Grade and Randy Ropella.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend the Code of Ordinances of the City of Menasha, Wisconsin by creating Title 9, Chapter 2, SEC 9-2-18(d) as follows:

**Title 9—Public Utilities**

**CHAPTER 2**

**Water Utility Regulations**

**SEC. 9-2-18 LEAD & GALVANIZED WATER SERVICE REPLACEMENT PROGRAM**

...

**(d) Utility Financial Assistance.**

**(1) The Utility may provide financial assistance to the owner of the property to which water utility service is provided for the purpose of assisting the owner in replacing customer-side water service lines containing lead. The financial assistance must satisfy all the following conditions:**

- A. Any loan provided may not be forgiven by the Utility or the City;**
- B. Grants that are provided by the Utility are limited to no more than one-half of the total cost to the owner of replacing the lead service;**
- C. The amount of financial assistance must be the same for each owner in a customer class, be it a fixed amount or a percentage of the replacement cost; and**
- D. The financial assistance program must be approved by the Public Service Commission of Wisconsin.**

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.



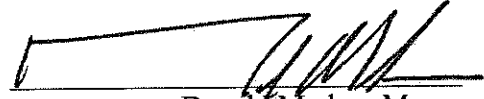
Passed and approved this 15<sup>th</sup> day of October, 2018.

Recommended by:  
Common Council

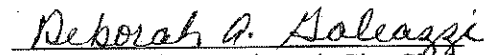
Motion/Second:  
Ald. Nichols/Ald. Langdon

Passed: 8-0

Requires: Majority Vote

  
Donald Merkes, Mayor

ATTEST:

  
Deborah A. Galeazzi, City Clerk



ORDINANCE O-20-18

AN ORDINANCE AMENDING TITLE 9, CHAPTER 2 OF THE CODE OF ORDINANCES  
(Lead & Galvanized Water Service Replacement Program)

Introduced by Mayor Merkes

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Amend the Code of Ordinances of the City of Menasha, Wisconsin Title 9,  
Chapter 2, SEC. 18 (b) as follows:

**Title 9 – Public Utilities**

**CHAPTER 2**

**Water Utility Regulations**

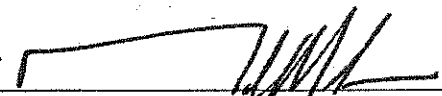
**SEC. 9-2-18 LEAD & GALVANIZED WATER SERVICE REPLACEMENT PROGRAM.**

- (b) Owner to Replace Lead and Galvanized Service. Existing lead and galvanized water service laterals connected to the Utility shall be replaced with water service laterals made of suitable material and at the owner's expense. Replacement shall be completed either before or in conjunction with the next Utility project in the area of the affected property. Except, any property tested by the Utility in accordance with Wisconsin Department of Natural Resources lead and copper monitoring that exceeds the lead level established by the Environmental Protection Agency's lead and copper rule, will be required to replace the lateral in one hundred twenty (120) days.

SECTION 2: This ordinance shall become effective upon passage and publication as provided by law.

Passed and approved this 15<sup>th</sup> day of October, 2018

<p>Recommended by: Common Council</p> <p>Motion/Second: Ald. Nichols/Ald. Langdon</p> <p>Passed 8-0</p> <p>Requires: Majority Vote</p>
--

  
Donald Merkes, Mayor

ATTEST:

  
Deborah A. Galeazzi, City Clerk



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

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 11, 2020

**To:** Stoughton Utilities Committee

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

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

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