



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Needs Since 1886*

**Date:** July 15, 2010

**To:** Stoughton Utilities Committee

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

**Subject:** Requested Actions At The July 19, 2010 Regular Stoughton Utilities Committee Meeting.

AGENDA:

- Stoughton Utilities Payments Due List. **(Review, approve, and recommend the approval of the Stoughton Utilities Payments Due List to the Stoughton Common Council on July 27, 2010.)**
- Stoughton Utilities Committee Consent Agenda.
  - a) Draft Minutes of the June 15, 2010 Regular Stoughton Utilities Committee Meeting. **(Approve the Draft Minutes of the June 15, 2010 Regular Stoughton Utilities Committee Meeting via the consent agenda approval.)**
  - b) Stoughton Utilities May 2010 Financial Summary. **(Discuss and accept the Stoughton Utilities May 2010 Financial Summary via the consent agenda approval.)**
  - c) Stoughton Utilities May 2010 Statistical Information. **(Discuss and accept the May 2010 Stoughton Utilities Statistical Information via the consent agenda approval.)**
  - d) Stoughton Utilities Communications. **(Discuss and accept the Stoughton Utilities Communications via the consent agenda approval.)**
  - e) Stoughton Utilities Committee Annual Calendar. **(Discuss and accept the Stoughton Utilities Committee Annual Calendar via the consent agenda approval.)**
  - f) Stoughton Utilities June 2010 Activities Report. **(Discuss and accept the Stoughton Utilities June 2010 Stoughton Utilities Activities Report via the consent agenda approval.)**



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- g) Status of the Stoughton Utilities Committee June 15, 2010 recommendation to the Stoughton Common Council. **(Discuss and accept the status of the June 15, 2010 recommendations to the Stoughton Common Council via the consent agenda approval.)**

Stoughton Utilities Management Team Verbal Reports. **(Discuss the Stoughton Utilities Management Team verbal reports.)**

BUSINESS:

1. Stoughton Utilities Bad Debt Account Write-Off's History. **(Review and discuss, the Stoughton Utilities Bad Debt Write-Off's history.)**
  2. Wisconsin Public Service Commission Rate Making Guidance. **(Review and discuss the Wisconsin Public Service Commission rate making guidance.)**
  3. Stoughton Utilities Committee Governance. **(Review and discuss the Stoughton Utilities Committee Governance.)**
  4. WPPI Energy And Stoughton Utilities GreenMax Home Tour. **(Review, discuss and participate in a future WPPI Energy and GreenMax Home tour.)**
  5. Stoughton Utilities Committee Future Meeting Agenda Item(s). **(Review and discuss future Stoughton Utilities Committee agenda items.)**
- cc: Sean O Grady  
Stoughton Utilities Operations Superintendent

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|----------------------|------|-----------|-------------|-----------------------------------|---|
| <b>Company: 7430</b> |      |           |             |                                   |   |
| 000338               | HC   | 6/30/2010 | 6,449.64    | 020 Wells Fargo Client Ana-ach    | client Analysis-June Ach/client Analysis-June Ach/client Analysis-June Ach  |
| 000339               | HC   | 6/30/2010 | 359.65      | 002 Employee Benefits Corp - Ach  | Emp Ben Corp - June Ach   |
| 000340               | HC   | 6/30/2010 | 1,115.48    | 002 Employee Benefits Corp - Ach  | Emp Ben Corp - June Ach/Emp Ben Corp - June Ach/Emp Ben Corp - June Ach   |
| 000341               | HC   | 6/30/2010 | 25,774.86   | 025 Payroll Federal Taxes- Ach    | Payroll Fed Taxes- June Ach/Payroll Fed Taxes- June Ach/Payroll Fed Taxes- June Ach   |
| 000342               | HC   | 6/30/2010 | 5,783.67    | 008 Payroll State Taxes - Ach     | Pay State Taxes - June Ach  |
| 000343               | HC   | 6/30/2010 | 22.07       | 004 Us Cellular - Ach             | Us Cellular - June Ach  |
| 000344               | HC   | 6/30/2010 | 43,252.79   | 010 WI DEPT OF REVENUE TAXPAYMENT | Wi Dept Rev-June Ach/Wi Dept Rev-June Ach   |
| 000345               | HC   | 6/30/2010 | 1,270.19    | 001 Delta Dental - Ach            | Delta Dental - June Ach/Delta Dental - June Ach/Delta Dental - June Ach   |
| 000346               | HC   | 6/30/2010 | 597.94      | 003 Alliant Energy - Ach          | Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach/Alliant Energy - June Ach |
| 019589               | CK   | 6/2/2010  | 282.01      | 123 U.S. CELLULAR                 | Us Cell-Phones/Us Cell-Phones   |
| 019590               | CK   | 6/2/2010  | 241.34      | 146 STOUGHTON ELECTRIC UTIL.      | Stoton Elec- reimb P B/Stoton Elec-To reimburse P B   |
| 019591               | CK   | 6/2/2010  | 39.47       | 148 FASTENAL CO.                  | Fastenal-Substation maint   |
| 019592               | CK   | 6/2/2010  | 97.55       | 184 CAPITAL CITY INT'L , INC      | Capital city-Truck supplies   |
| 019593               | CK   | 6/2/2010  | 130.00      | 229 SAFETYFIRST                   | Safetyfirst-Gas monitor/Safetyfirst-Gas monitor   |
| 019594               | CK   | 6/2/2010  | 110.00      | 320 POSTMASTER OF STOUGHTON       | Postmaster-Box Fee/Postmaster-Box Fee/Postmaster-Box Fee  |
| 019595               | CK   | 6/2/2010  | 646.50      | 400 RESCO                         | Resco-Inventory items   |

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|-----------|------|----------|-------------|-----------------------------------|--|
| 019596    | CK   | 6/2/2010 | 263.70      | 403 DECKER SUPPLY CO INC          | Decler-Traffic Control   |
| 019597    | CK   | 6/2/2010 | 390.10      | 482 AT & T                        | AT & T-Analog phone lines/AT & T-dsl internet/AT & T-dsl internet/AT & T-Analog phone lines/AT & T-Analog phone lines/AT & T-dsl internet  |
| 019598    | CK   | 6/2/2010 | 37.58       | 488 BANK OF MONTICELLO            | Bank Monticello-Customer Ref   |
| 019599    | CK   | 6/2/2010 | 64.73       | 500 FARRELL HOMES LLC             | Farrell Homes-Customer refund  |
| 019600    | CK   | 6/2/2010 | 3,171.55    | 534 ATLANTIC COAST POLYMERS, INC. | Atlantic coast-Tote of Polymer   |
| 019601    | CK   | 6/2/2010 | 1,892.00    | 550 FIRST SUPPLY MADISON          | First Supply-Hydrant Flags   |
| 019602    | CK   | 6/2/2010 | 9,488.01    | 561 TRI-COUNTY SEALCOATING INC    | Tri county-seal coating/Tri county-seal coating/Tri county-seal coating/Tri county-seal coating/Tri county-seal coating/Tri county-seal coating/Tri county-seal coating/Tri county-seal coating/Tri county-seal coating  |
| 019603    | CK   | 6/2/2010 | 7,372.88    | 590 AUXIANT                       | Auxiant-Mecial Admin/Auxiant-Mecial Admin/Auxiant-Mecial Admin   |
| 019604    | CK   | 6/2/2010 | 8,562.67    | 591 AUXIANT                       | Auxiant-Medical Claims/Auxiant-Medical Claims/Auxiant-Medical Claims   |
| 019605    | CK   | 6/2/2010 | 2,709.60    | 691 ASPLUNDH TREE EXPERTS CO.     | Asplundh-Tree Trimming   |
| 019606    | CK   | 6/2/2010 | 3,463.37    | 781 DUNKIRK WATER POWER CO LLC    | Dunkirk-May Dunkirk  |
| 019607    | CK   | 6/2/2010 | 58.25       | 864 AUTO-WARES WISCONSIN INC.     | Auto-Wares-Back hoe supply/Auto-Wares-Oil & Filters  |
| 019608    | CK   | 6/2/2010 | 278.00      | 878 ALTEC INDUSTRIES, INC         | Altec-Oh maint/Altec-Meter maint   |
| 019609    | CK   | 6/2/2010 | 187.82      | 889 PITNEY BOWES                  | Pitney Bowes-Postage Supplies/Pitney Bowes-Postage Supplies/Pitney Bowes-Postage Supplies  |
| 019610    | CK   | 6/9/2010 | 11,571.29   | 131 CITY OF STOUGHTON             | City Stoton-Restat #1062849/City Stoton-Restat #1062849/City Stoton-Restat #1062849/City Stoton-Restat #1066917/City Stoton-Restat #1066917/City Stoton-Restat #1066917/City Stoton-Restat #1066917/City Insurance/City Stoton-Life Insurance+ Insurance/City Stoton-Life Insurance+ |

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|-----------|------|----------|-------------|------------------------------------|--|
| 019611    | CK   | 6/9/2010 | 138.46      | 133 WISCONSIN SCTF                 | WI SCTF-June A support   |
| 019612    | CK   | 6/9/2010 | 54.54       | 134 CRESCENT ELEC. SUPPLY CO.      | Crescent-End caps  |
| 019613    | CK   | 6/9/2010 | 468.75      | 157 FORSTER ELEC. ENG., INC.       | Forster-East sub/Forster-Tech Assistance/Forster-Tech Assistance   |
| 019614    | CK   | 6/9/2010 | 605.79      | 184 CAPITAL CITY INTL., INC        | Capital city-Trk #12 Repairs   |
| 019615    | CK   | 6/9/2010 | 268.56      | 312 STATE DISBURSEMENT UNIT        | State Disb-June A Support  |
| 019616    | CK   | 6/9/2010 | 3,032.53    | 362 UTILITY SERVICE CO., INC       | Utility Svc-Water Tank maint   |
| 019617    | CK   | 6/9/2010 | 19.00       | 401 CLINT SCHNEKLOTH               | C Schnecloth-Pub Ben #15   |
| 019618    | CK   | 6/9/2010 | 15,179.79   | 448 STRAND ASSOCIATES INC.         | Strand-Colorcon/Strand-Lateral observations/Strand-East Side Water main/Strand-East Side Elev Tank/Strand-General Engineering/Strand-Uniroyal/Strand-Phosp rule impact |
| 019619    | CK   | 6/9/2010 | 1,900.00    | 463 GREAT-WEST                     | Great-West-June A Def Comp   |
| 019620    | CK   | 6/9/2010 | 308.99      | 547 CHARTER COMMUNICATIONS         | Charter-Internet service/Charter-Internet service/Charter-Internet service   |
| 019621    | CK   | 6/9/2010 | 936.05      | 555 WOLF PAVING & EXCAVATING CO.   | Wolf Paving-Blacktop/Wolf Paving-Road patch  |
| 019622    | CK   | 6/9/2010 | 2,702.64    | 591 AUXIANT                        | Auxiant-Medical Claims/Auxiant-Medical Claims/Auxiant-Medical Claims   |
| 019623    | CK   | 6/9/2010 | 12,737.50   | 593 UNITED LIQUID WASTE RECYCLING, | United Liquid waste-Sludge Hau   |
| 019624    | CK   | 6/9/2010 | 20.00       | 675 WI STATE LABORATORY OF HYGIENE | Wi State Lab-Fluoride Samples  |
| 019625    | CK   | 6/9/2010 | 434.50      | 718 CGC, INC.                      | CGC-E Wa Main  |
| 019626    | CK   | 6/9/2010 | 150.00      | 731 NORTH SHORE BANK FSB           | N Shore Bank-June A Def Comp   |
| 019627    | CK   | 6/9/2010 | 130.36      | 769 HYDROTRONICS CONTROL CO.       | Hydrotronics-Backflow Tests  |
| 019628    | CK   | 6/9/2010 | 1,530.00    | 925 SIGN SOLUTIONS                 | Sign Solutions-Sign  |

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|-----------|------|-----------|-------------|-----------------------------------|--|
| 019629    | CK   | 6/9/2010  | 160.00      | 957 WWOA                          | WWOA-Dues  |
| 019630    | CK   | 6/16/2010 | 2,665.00    | 134 CRESCENT ELEC. SUPPLY CO.     | Crescent Elec-Wire   |
| 019631    | CK   | 6/16/2010 | 1,364.33    | 143 DIGGERS HOTLINE, INC.         | Diggers Hotline-Locates  |
| 019632    | CK   | 6/16/2010 | 1,174.57    | 148 FASTENAL CO.                  | Fastenal-Batteries/Fastenal-Supplies   |
| 019633    | CK   | 6/16/2010 | 3,093.17    | 172 DUECO, INC.                   | Dueco-Trk 2 repairs  |
| 019634    | CK   | 6/16/2010 | 187.50      | 271 SCHMIDT'S AUTO, INC           | Schmidts-Trk #12 towing fee  |
| 019635    | CK   | 6/16/2010 | 182.14      | 279 STOUGHTON HOSPITAL ASSOC.     | Stoton Hospital-Drug Tests/Stoton Hospital-Drug Tests  |
| 019636    | CK   | 6/16/2010 | 120,430.00  | 326 C B & I INC.                  | C B & I-Pay Request 6  |
| 019637    | CK   | 6/16/2010 | 72.40       | 474 UNIFIED NEWSPAPER GROUP       | Unif Newspaper-Ads/Unif Newspaper-Ads/Unif Newspaper-Ads   |
| 019638    | CK   | 6/16/2010 | 1,685.00    | 519 BRADLEY HARNACK               | B Harnack-Admin Mowing/B Harnack-East Sub Mowing/B Harnack-Mcomb Rd mowing/B Harnack-Well 4 Mowing/B Harnack-Well 5 Mowing/B Harnack-Taylor sub mowing/B Harnack-Well 6 mowing/B Harnack-N Sub Mowing/B Harnack-Furseth Mowing |
| 019639    | CK   | 6/16/2010 | 205.00      | 521 WESCO RECEIVABLES CORP.       | Wesco-Photocontrol   |
| 019640    | CK   | 6/16/2010 | 345.03      | 644 PAYMENT REMITTANCE CENTER     | Pymt Rem Ctr-Scada pic Card  |
| 019641    | CK   | 6/16/2010 | 8,311.28    | 651 WISCONSIN DNR - ENVIRONMENTAL | WI DNR - Impact Fees 09  |
| 019642    | CK   | 6/16/2010 | 386.64      | 809 CINTAS CORPORATION #446       | Cintas-10 Clothing/Cintas-10 Clothing/Cintas-10 Clothing   |
| 019643    | CK   | 6/16/2010 | 110.00      | 862 SIEMENS WATER TECHNOLOGIES    | Siemens-DAF chain parts  |
| 019644    | CK   | 6/16/2010 | 49.40       | 413 FAS-AHM UTILITIES, LLC        | FAS-AHM-Customer Refund  |
| 019645    | CK   | 6/16/2010 | 33.74       | 535 CENTURY 21 AFFILIATED         | Century 21-Customer Refund   |
| 019646    | CK   | 6/21/2010 | 1,100.00    | 420 STOUGHTON LIONS/LIONESSE CLUB | Stoton lion/lioness-donation   |

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| 019647    | CK   | 6/23/2010 | 213.75      | 102 ALERE TOXICOLOGY SERVICES INC  | Alere-Drug Testing/Alere-Drug Testing                          |
| 019648    | CK   | 6/23/2010 | 136.95      | 111 AUTO PARTS OF STOUGHTON        | Auto-Parts-Bettery chipper                                     |
| 019649    | CK   | 6/23/2010 | 47.59       | 145 JUDITH CAPTAIN                 | J Captain-Pub Benefits #15                                     |
| 019650    | CK   | 6/23/2010 | 2,909.49    | 172 DUJECO, INC.                   | Dueco-Trk #5 Maint.  |
| 019651    | CK   | 6/23/2010 | 76.43       | 183 MIDWEST SAFETY SUPPLY LLC      | Midwest-Signage  |
| 019652    | CK   | 6/23/2010 | 86,383.92   | 202 SMITHBACK EXCAVATING, INC.     | Smithback-Pay Req 2  |
| 019653    | CK   | 6/23/2010 | 42,739.50   | 255 KENNETH F SULLIVAN COMPANY     | K Sullivan-River Wall Repairs                                  |
| 019654    | CK   | 6/23/2010 | 886.55      | 290 MID-WEST TREE & EXCAVATION, IN | Mid-west-Trenching/Mid-west-Trenching/Mid-west-Trenching       |
| 019655    | CK   | 6/23/2010 | 2,664.44    | 327 BORDER STATES ELECTRIC SUPPLY  | Border States-inventory  |
| 019656    | CK   | 6/23/2010 | 220.00      | 331 MONONA PLUMB. & FIRE PROT. INC | Monona Plumb-Annual Insp                                       |
| 019657    | CK   | 6/23/2010 | 184.28      | 379 HI-LINE                        | HI-LINE-10' shovel   |
| 019658    | CK   | 6/23/2010 | 1,447.35    | 400 RESCO                          | Resco-Hand Tools/Resco-Cutters/Resco-Cutout/Resco-Wire Cutters |
| 019659    | CK   | 6/23/2010 | 20.00       | 405 ROSENBAUM CRUSHING & EXCAV.    | Rosenbaum-Dump Fees  |
| 019660    | CK   | 6/23/2010 | 108.00      | 406 COUNTY MATERIALS CORP          | County Mat-Cement Adj rings                                    |
| 019661    | CK   | 6/23/2010 | 84.40       | 411 WILLIAM R DRENKHAHN            | W Drenkhahn-Pub Ben #15  |
| 019662    | CK   | 6/23/2010 | 178.89      | 436 STOUGHTON LUMBER CO., INC.     | Stoton Lumber-Misc hardware/Stoton Lumber-Misc Hardware        |
| 019663    | CK   | 6/23/2010 | 50.00       | 440 CAROLYN KILEY                  | C Kiley-Pub Benefits #15                                       |
| 019664    | CK   | 6/23/2010 | 6,771.13    | 451 FRONTIER FS COOPERATIVE        | Frontier-Fuel/Frontier-Fuel/Frontier-Fuel                      |
| 019665    | CK   | 6/23/2010 | 55.40       | 521 WESCO RECEIVABLES CORP.        | Wesco-Coding Tape  |

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|-----------|------|-----------|-------------|-------------------------------|--|
| 019666    | CK   | 6/23/2010 | 45.00       | 584 VINING SPARKS IBG         | Vining Sparks-Safekeeping  |
| 019667    | CK   | 6/23/2010 | 1,727.66    | 591 AUXIANT                   | Auxiant-Medical Claims/Auxiant-Medical Claims  |
| 019668    | CK   | 6/23/2010 | 7,152.50    | 644 PAYMENT REMITTANCE CENTER | Pymt Rem Ctr-Office Supplies/Pymt Rem Ctr-Office Supplies/Pymt Rem Ctr-Office Supplies/Pymt Rem Ctr-Office Supplies/Pymt Rem Ctr-Office Supplies/More... |
| 019669    | CK   | 6/23/2010 | 3,612.80    | 691 ASPLUNDH TREE EXPERTS CO. | Asplundh-Tree Trimming   |
| 019670    | CK   | 6/23/2010 | 252.67      | 717 HACH COMPANY              | Hach-Lab Supplies  |
| 019671    | CK   | 6/23/2010 | 4,295.75    | 727 GLS UTILITY LLC           | GLS -May Locates/GLS -May Locates/GLS -May Locates   |
| 019672    | CK   | 6/23/2010 | 36.97       | 864 AUTO-WARES WISCONSIN INC. | Auto-Wares-Prius-filters/Auto-Wares-Prius-filters  |
| 019673    | CK   | 6/23/2010 | 233.03      | 108 ASLESON'S TRUE VALUE      | Aslesons-Misc hardware/Aslesons-Misc Hardware/Aslesons-Misc hardware/Aslesons-Misc hardware/Aslesons-Misc Hardware                                       |
| 019674    | CK   | 6/23/2010 | 90.12       | 108 ASLESON'S TRUE VALUE      | Aslesons-Misc Hardware/Aslesons-Misc Hardware/Aslesons-Misc Hardware/Aslesons-Misc Hardware  |
| 019675    | CK   | 6/23/2010 | 138.46      | 133 WISCONSIN SCTF            | WI SCTF-June B Support   |
| 019676    | CK   | 6/23/2010 | 12,516.17   | 191 WI. RETIREMENT SYSTEM     | WI Ret Sys-June Retirement/WI Ret Sys-June Retirement  |
| 019677    | CK   | 6/23/2010 | 60.00       | 293 UNITED WAY OF DANE COUNTY | United Way-June B Donation   |
| 019678    | CK   | 6/23/2010 | 268.56      | 312 STATE DISBURSEMENT UNIT   | State Disb-June B Support  |
| 019679    | CK   | 6/23/2010 | 1,900.00    | 463 GREAT-WEST                | Great-West-June B Def Comp   |
| 019680    | CK   | 6/23/2010 | 656.97      | 482 AT & T                    | AT & T-Office Pri Circuit/AT & T-Office Pri Circuit/AT & T-Office Pri Circuit  |



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| 019681    | CK   | 6/23/2010 | 399.82      | 549 IBEW LOCAL 965              | IBEW-June B Union Dues   |
| 019682    | CK   | 6/23/2010 | 150.00      | 731 NORTH SHORE BANK FSB        | N Shore Bank-June B Def comp   |
| 019683    | CK   | 6/23/2010 | 372.50      | 752 WISCONSIN PROFESSIONAL      | WI Prof-June B Union Dues  |
| 019684    | CK   | 6/30/2010 | 75.90       | 183 MIDWEST SAFETY SUPPLY LLC   | Midwest-Flame Away   |
| 019685    | CK   | 6/30/2010 | 7,937.00    | 207 L.W. ALLEN, INC.            | LW Allen-Upgrade panel/LW Allen-New pump   |
| 019686    | CK   | 6/30/2010 | 250.00      | 322 SUN DANCE CLEANING SVCS LLC | Sun Dance-Cleaning service/Sun Dance-Cleaning service/Sun Dance-Cleaning service   |
| 019687    | CK   | 6/30/2010 | 24.00       | 390 BADGER WATER LLC            | Badger Water-Lab Water   |
| 019688    | CK   | 6/30/2010 | 507.79      | 400 RESCO                       | Resco-Inventory/Resco-Supplies   |
| 019689    | CK   | 6/30/2010 | 200.81      | 424 RICHARD WILBERG             | R Wilberg-Customer Refund  |
| 019690    | CK   | 6/30/2010 | 43.59       | 425 MONONA STATE BANK           | Monona Bank-cust refund  |
| 019691    | CK   | 6/30/2010 | 354.15      | 426 TERRY HAUSER                | T Hauser-Customer Refund   |
| 019692    | CK   | 6/30/2010 | 136.00      | 430 VERONICA HARRIED            | V Harried-Customer Refund  |
| 019693    | CK   | 6/30/2010 | 1,789.00    | 443 AMERICAN TEST CENTER, INC.  | Amer Test Ctr-Truck Maint.   |
| 019694    | CK   | 6/30/2010 | 73.94       | 469 JEFF OLSON                  | J Olson-Customer Refund  |
| 019695    | CK   | 6/30/2010 | 98.28       | 470 JAMIE LEE                   | J Lee-Customer Refund  |
| 019696    | CK   | 6/30/2010 | 117.24      | 471 CASEY SEVERANCE             | C Severance-Customer Ref   |
| 019697    | CK   | 6/30/2010 | 69.11       | 475 JOHNSON CONTROLS            | Johnson Controls-Termostat   |
| 019698    | CK   | 6/30/2010 | 485.19      | 482 AT & T                      | AT&T-DSL Internet/AT & T-Analog Line/AT & T-Analog Line/AT&T-DSL Internet/AT&T-DSL |
| 019699    | CK   | 6/30/2010 | 159.92      | 504 BATTERIES PLUS #572         | Batteries Plus-Batteries   |
| 019700    | CK   | 6/30/2010 | 319.12      | 521 WESCO RECEIVABLES CORP.     | Wesco-Lineman supplies   |

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| 019702    | CK   | 6/30/2010 | 607.62      | 555 WOLF PAVING & EXCAVATING CO.   | Wolf Paving-Black Top   |
| 019703    | CK   | 6/30/2010 | 2,009.90    | 591 AUXIANT                        | Auxiant-Medical Claims/Auxiant-Medical Claims/Auxiant-Medical Claims                      |
| 019704    | CK   | 6/30/2010 | 281.28      | 644 PAYMENT REMITTANCE CENTER      | Pynt Rem Ctr-Shipping charges/Pynt Rem Ctr-Fluo Bulbs/Pynt Rem Ctr-Trk 12 Rope            |
| 019705    | CK   | 6/30/2010 | 391.90      | 864 AUTO-WARES WISCONSIN INC.      | Auto Wares-Battery well 5   |
| 019706    | CK   | 6/30/2010 | 203.44      | 886 AT&T                           | AT&T-Long Distance/AT&T-Long Distance/AT&T-Long Distance                                  |
| 019707    | CK   | 6/30/2010 | 1,647.05    | 938 STOUGHTON COLLISION CENTER INC | Stoton collision-Trk #7 repair  |
| 019708    | CK   | 6/30/2010 | 5,250.00    | 995 MEUW                           | MEUW-1st qtr safety costs/MEUW-1st qtr safety costs/MEUW-1st qtr safety costs             |
| 100350    | CK   | 6/4/2010  | 740.00      | 009 WPPI                           | WPPI-Lg Pwr Billing   |
| 100351    | CK   | 6/4/2010  | 276.88      | 571 USA BLUE BOOK                  | Usa Blue Book-Meter parts/Usa Blue Book-Meter parts                                       |
| 100352    | CK   | 6/4/2010  | 30.35       | 856 GORDON FLESCH COMPANY, INC.    | Gordon Flesch-Copy Mach Maint/Gordon Flesch-Copy Mach Maint/Gordon Flesch-Copy Mach Maint |
| 100353    | CK   | 6/9/2010  | 150.00      | 061 DAVID ZWEEP                    | D Zweep-Boots 10  |
| 100354    | CK   | 6/9/2010  | 26.00       | 310 HANSON PEST MANAGEMENT         | Hanson Pest-Pest Control  |
| 100355    | CK   | 6/9/2010  | 110.00      | 571 USA BLUE BOOK                  | Usa Blue Bk-Flow Switch   |
| 100360    | CK   | 6/23/2010 | 942,304.71  | 009 WPPI                           | WPPI-Shared savings/WPPI-Solar Credit/WPPI-Renewable energy/WPPI-Lg power billing         |
| 100361    | CK   | 6/23/2010 | 55.74       | 544 JOHN LEIGH                     | J Leigh-Union dues Reimb  |
| 100362    | CK   | 6/23/2010 | 1,334.33    | 571 USA BLUE BOOK                  | USA blue bk-parts for well 4/Usa Blue Bk-1" Meters  |
| 100363    | CK   | 6/23/2010 | 110.23      | 798 UNITED STATES PLASTIC CORP.    | United Plastic-Valve & strain   |

Date: Tuesday, July 06, 2010  
 Time: 10:36AM  
 User: SGUNSOLUS

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

Page: 9 of 9  
 Report: 03699W.rpt  
 Company: 7430

Period: - As of: 7/6/2010

| Check Nbr | Type | Date      | Amount Paid          | Vendor ID / Name                | Description   |
|-----------|------|-----------|----------------------|---------------------------------|---|
| 100364    | CK   | 6/30/2010 | 4,020.80             | 009 WPPI                        | WPPi-Lg pwr billing/WPPi-Pub Ben #7/WPPi-Pub Ben #20        |
| 100365    | CK   | 6/30/2010 | 19,151.00            | 135 CTW CORPORATION             | Ctw Corp-Well 7 rehab/Ctw Corp-Well 7 pump motor            |
| 100366    | CK   | 6/30/2010 | 1,959.65             | 259 ITRON, INC.                 | Itron-Svc Agreement   |
| 100367    | CK   | 6/30/2010 | 312.99               | 571 USA BLUE BOOK               | Usa Blue Bk-1" meters                                       |
| 100368    | CK   | 6/30/2010 | 277.61               | 830 NORTH CENTRAL LABORATORIES  | N Central Lab-Lab supplies                                  |
| 100369    | CK   | 6/30/2010 | 24.62                | 856 GORDON FLESCH COMPANY, INC. | Gordon Flesch-Copy Mach Maint/Gordon Flesch-Copy Mach Maint |
|           |      |           | <u>Company Total</u> |                                 |   |
|           |      |           | 1,491,071.55         |                                 |   |

# DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Tuesday, June 15, 2010 – 5:00 p.m.

Edmund T. Malinowski Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

**Members Present:** Alderperson Carl Chenoweth, Citizen Member David Erdman, Citizen Member Jonathan Hajny, Alderperson Eric Hohol, Mayor Donna Olson, and Alderperson Steve Tone.

**Excused:** Citizen Member Angie Halverson.

**Absent:** None.

**Others Present:** Dwayne Farwell of Farwell Pools, Jason Larson of Struck and Irwin Fence, Stoughton Utilities Billing and Consumer Services Technician Erin Bothum, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA, and Stoughton Utilities Director Robert Kardasz, P.E.

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

**Stoughton Utilities Payments Due List:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Payments Due List. Discussion followed. Motion by Citizen Member Jonathan Hajny, seconded by Citizen Member David Erdman, to approve the Stoughton Utilities Payments Due List as presented and recommend its approval to the Stoughton Common Council on June 22, 2010. The motion carried unanimously.

**Stoughton Utilities Committee Consent Agenda:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Meeting Consent Agenda Items. Discussion Followed. Motion by Citizen Member David Erdman, seconded by Alderperson Eric Hohol, to approve the following consent agenda items as presented: Draft Minutes of the May 17, 2010 Regular Meeting of the Stoughton Utilities Committee, Stoughton Utilities April 2010 Financial Summary, Stoughton Utilities April 2010 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, Stoughton Utilities May 2010 Activities Report, and the Status of the May 17, 2010 recommendations to the Stoughton Common Council. The motion carried unanimously.

Alderperson Carl Chenoweth arrived at the meeting

## **Stoughton Utilities Management Team Verbal Report:**

Stoughton Utilities Finance and Administrative Manager Kim Jennings explained the following.

# DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Tuesday, June 15, 2010 – 5:00 p.m.

Page No. 2

Stoughton, WI

- We are saving 25% in fees by changing to US Bank as our new merchant account credit card processor.

Stoughton Utilities Electric System Supervisor Craig Wood reported that:

- A significant amount of vegetative management (tree trimming) was completed this year.
- Re-conduct ring and pole replacement projects are underway on Duncan Road and Geiler Road.

Stoughton Utilities Billing and Consumer Services Technician Erin Bothum stated:

- A high volume of utilities bill payments were processed today in preparation for service disconnections tomorrow.

**Stoughton Utilities Electric Easement At 2025 Hoel Circle:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities electric easement located at 2025 Hoel Circle. Dwayne Farwell of Farwell Pools and Jason Larson of Struck and Irwin Fence also discussed the electric easement. Discussion followed.

**Stoughton Utilities Wastewater Treatment Facility And Sanitary Sewer Collection System 2009 Compliance Maintenance Annual Report (CMAR):** Stoughton Utilities Director Robert Kardasz presented and discussed the 2009 CMAR. Discussion followed. Motion by Alderperson Eric Hohol, seconded by Alderperson Carl Chenoweth, to approve and recommend the approval of the Stoughton Utilities Wastewater Treatment Facility and Sanitary Sewer Collection System 2009 Compliance Maintenance Annual Report and adopt the corresponding resolution to the Stoughton Common Council on June 22, 2010. Carried unanimously.

**Stoughton Utilities Bad Debt Write-Offs Through May 31, 2010:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Finance and Administrative Manager Kim Jennings presented and discussed the proposed Stoughton Utilities Bad Debt Write-Offs Through May 31, 2010. Discussion followed. Motion by Alderperson Carl Chenoweth, seconded by Citizen Member David Erdman, to approve and recommend the approval of the Stoughton Utilities Bad Debt Write-Offs Through May 31, 2010 to the Stoughton Common Council on June 22, 2010. Carried unanimously.

Alderperson Steve Tone requested a graph depicting the write-offs for the last five years.

**Stoughton Utilities Electric To Water Inter-Fund Loan:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Finance and Administrative Manager Kim Jennings presented and discussed the Stoughton Utilities Electric to Water Inter-Fund Loan.

# DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Tuesday, June 15, 2010 – 5:00 p.m.

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Stoughton, WI

Discussion followed. Motion by Alderperson Eric Hohol, seconded by Citizen Member Jonathan Hajny, to approve the Stoughton Utilities Electric to Water Inter-Fund Loan up to \$1,000,000 as needed at 2.4% interest for seven years. Carried unanimously.

**Stoughton Utilities RoundUp Program:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities RoundUp Program. Discussion followed. Motion by Alderperson Carl Chenoweth, seconded by Citizen Member Jonathan Hajny, to approve the contribution of \$1,100 from the Stoughton Utilities RoundUp Program to the Stoughton Lions and Lionesses Clubs. Carried unanimously.

**Stoughton Utilities 2011 Budget Discussion:** Stoughton Utilities Director Robert Kardasz and Stoughton Utilities Finance and Administrative Manager Kim Jennings discussed the Stoughton Utilities 2011 Budget preparation process. Discussion followed. A request was made for Wisconsin Public Service Commission rate making guidance.

**Stoughton Utilities Committee Governance:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee governance efforts from November 16, 2009 through February 15, 2010. Discussion followed. Motion by Alderperson Carl Chenoweth, seconded by Alderperson Eric Hohol to recommend the Utilities Committee Ordinance Amendment prepared by City Attorney Matt Dregne on December 10, 2009, An Ordinance Amending Sections 2-526, 2-527, 2-528, 2-529, 2-530, 74-3, and 74-4 of the Municipal Code of the City of Stoughton, Dane County, Wisconsin Related to Management of the Electric, Water and Wastewater Utilities to the Stoughton Common Council on June 22, 2010. Discussion followed. Alderperson Eric Hohol retracted his second and the motion died for the lack of a second.

Discussion followed. Motion by Alderperson Eric Hohol, seconded by Citizen Member David Erdman to Recommend the Utilities Committee Ordinance Amendment prepared by City Attorney Matt Dregne on December 10, 2009, An Ordinance Amending Section 2-526, Citizen Members shall be deemed officers, pursuant to Wis. Stat. 62.09(1)(a) of the Municipal Code of the City of Stoughton, Dane County, Wisconsin Related To Management Of The Electric, Water and Wastewater Utilities to the Stoughton Common Council on June 22, 2010. Carried unanimously.

## **Stoughton Utilities Committee Future Agenda Items:**

- Stoughton Utilities graph depicting the write-offs for the last five years on July 19, 2010.
- Stoughton Utilities Governance on July 19, 2010.
- Stoughton Utilities Customer Collections Status Report on September 20, 2010.

## DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Tuesday, June 15, 2010 – 5:00 p.m.

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Stoughton, WI

- Stoughton Utilities Investment Policy.

**Adjournment:** Motion by Alderperson Steve Tone, seconded by Alderperson Carl Chenoweth, to adjourn the Regular Stoughton Utilities Committee Meeting at 7:28 p.m. The motion carried unanimously.

Respectfully submitted,

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

# Stoughton Utilities

## Financial Summary

### May 2010 - YTD

#### Highlights-Comparison to prior month

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

Electric and water rate of return calculations continue to rise as expected for the month of May. Phase II of the water rate increase is planned for September 1, 2010. WPPI Energy has completed an electric revenue and cost of service analysis. Utility staff are reviewing the results.

Wastewater rates continue to be appropriate for current operations. No changes are expected for 2010.

Submitted by:  
Kim M. Jennings, CPA



## Stoughton Utilities

Income Statement

May 2010 - YTD

|                                 | <b>Electric</b>     | <b>Water</b>      | <b>Wastewater</b> | <b>Total</b>        |
|---------------------------------|---------------------|-------------------|-------------------|---------------------|
| Operating Revenue:              |                     |                   |                   |                     |
| Sales                           | \$ 4,310,421        | \$ 477,918        | \$ 659,116        | \$ 5,447,455        |
| Unbilled Revenue                | 1,271,256           | 121,467           | \$ 164,964        | 1,557,687           |
| Other                           | 53,767              | 20,631            | 30,971            | 105,369             |
| <b>Total Operating Revenue:</b> | <b>\$ 5,635,444</b> | <b>\$ 620,016</b> | <b>\$ 855,051</b> | <b>\$ 7,110,511</b> |
| Operating Expense:              |                     |                   |                   |                     |
| Purchased Power                 | \$ 4,288,459        | \$ -              | \$ -              | \$ 4,288,459        |
| Expenses                        | 528,443             | 265,749           | 336,459           | 1,130,651           |
| Taxes                           | 179,916             | 106,976           | 10,260            | 297,151             |
| Depreciation                    | 337,500             | 145,835           | 272,915           | 756,250             |
| <b>Total Operating Expense:</b> | <b>\$ 5,334,318</b> | <b>\$ 518,560</b> | <b>\$ 619,633</b> | <b>\$ 6,472,511</b> |
| <b>Operating Income</b>         | <b>\$ 301,126</b>   | <b>\$ 101,456</b> | <b>\$ 235,417</b> | <b>\$ 637,999</b>   |
| Non-Operating Income            | 44,071              | 18,315            | 30,263            | 92,650              |
| Non-Operating Expense           | (128,843)           | (48,562)          | (59,380)          | (236,785)           |
| <b>Net Income</b>               | <b>\$ 216,354</b>   | <b>\$ 71,209</b>  | <b>\$ 206,301</b> | <b>\$ 493,864</b>   |

## Stoughton Utilities

Rate of Return

May 2010 - YTD

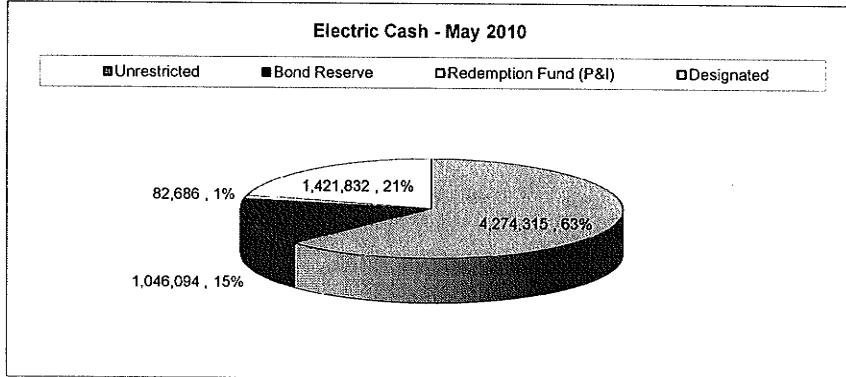
|                                      | <b>Electric</b> | <b>Water</b> |
|--------------------------------------|-----------------|--------------|
| <b>Operating Income (Regulatory)</b> | \$ 301,126      | \$ 101,456   |
| Average Utility Plant in Service     | 20,602,388      | 9,259,681    |
| Average Accumulated Depreciation     | (7,974,752)     | (3,215,020)  |
| Average Materials and Supplies       | 141,263         | 32,957       |
| Average Regulatory Liability         | (321,324)       | (496,310)    |
| <b>Average Net Rate Base</b>         | \$ 12,447,575   | \$ 5,581,308 |
| <b>Actual Rate of Return</b>         | <b>2.42%</b>    | <b>1.82%</b> |
| <b>Authorized Rate of Return</b>     | <b>6.50%</b>    | <b>6.50%</b> |

**Stoughton Utilities**  
Cash & Investments

**Electric**

May-10

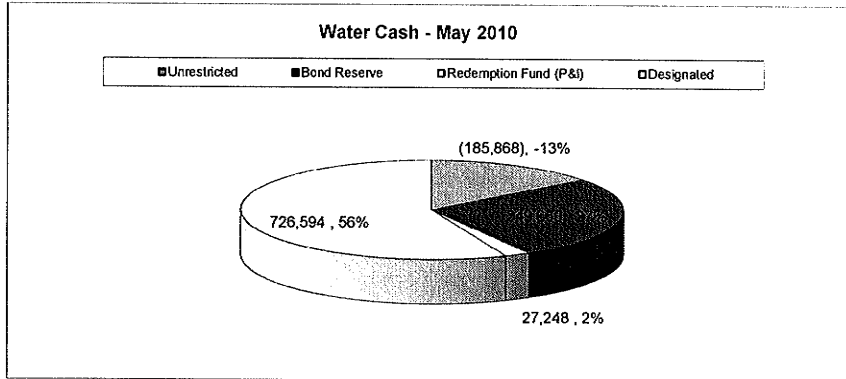
|                       |                  |
|-----------------------|------------------|
| Unrestricted          | 4,274,315        |
| Bond Reserve          | 1,046,094        |
| Redemption Fund (P&I) | 82,686           |
| Designated            | 1,421,832        |
| <b>Total</b>          | <b>6,824,927</b> |



**Water**

May-10

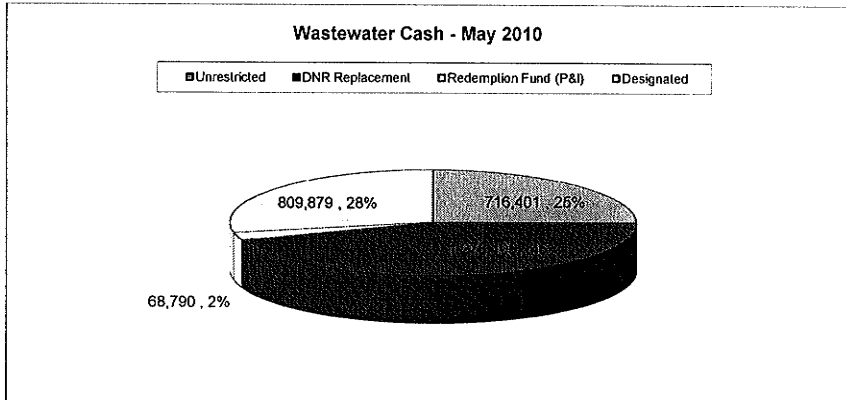
|                       |                |
|-----------------------|----------------|
| Unrestricted          | (185,868)      |
| Bond Reserve          | 349,660        |
| Redemption Fund (P&I) | 27,248         |
| Designated            | 726,594        |
| <b>Total</b>          | <b>917,634</b> |



**Wastewater**

May-10

|                       |                  |
|-----------------------|------------------|
| Unrestricted          | 716,401          |
| DNR Replacement       | 1,278,105        |
| Redemption Fund (P&I) | 68,790           |
| Designated            | 809,879          |
| <b>Total</b>          | <b>2,873,176</b> |



## Stoughton Utilities

Balance Sheet

May 2010 - YTD

| <b>Assets</b>                         | <b>Electric</b>      | <b>Water</b>         | <b>WW</b>            | <b>Total</b>         |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Cash & Investments                    | \$ 6,824,927         | \$ 917,634           | \$ 2,873,176         | \$ 10,615,737        |
| Customer A/R                          | 1,499,565            | 157,763              | 158,387              | 1,815,715            |
| Other A/R                             | 23,650               | 4,454                | 77,673               | 105,777              |
| Other Current Assets                  | 360,491              | 176,786              | 6,230                | 543,507              |
| Plant in Service                      | 21,424,362           | 9,614,291            | 21,652,558           | 52,691,211           |
| Accumulated Depreciation              | (8,559,089)          | (3,099,542)          | (6,878,147)          | (18,536,779)         |
| Plant in Service - CIAC               | 2,298,999            | 5,406,105            | -                    | 7,705,104            |
| Accumulated Depreciation-CIAC         | (521,624)            | (1,267,111)          | -                    | (1,788,736)          |
| Construction Work in Progress         | 279,161              | 1,223,310            | 28,380               | 1,530,851            |
| <b>Total Assets</b>                   | <b>\$ 23,630,441</b> | <b>\$ 13,133,689</b> | <b>\$ 17,918,257</b> | <b>\$ 54,682,387</b> |
| <b>Liabilities + Net Assets</b>       |                      |                      |                      |                      |
| A/P                                   | \$ 1,165,975         | \$ 1,341             | \$ 40                | \$ 1,167,356         |
| Taxes Accrued                         | 116,665              | 99,165               | (1,959)              | 213,872              |
| Interest Accrued                      | 51,657               | 10,712               | 7,848                | 70,217               |
| Other Current Liabilities             | 197,906              | 125,236              | 102,924              | 426,066              |
| Long-Term Debt                        | 6,788,539            | 2,576,676            | 4,795,454            | 14,160,669           |
| Net Assets                            | 15,309,698           | 10,320,559           | 13,013,950           | 38,644,207           |
| <b>Total Liabilities + Net Assets</b> | <b>\$ 23,630,441</b> | <b>\$ 13,133,689</b> | <b>\$ 17,918,257</b> | <b>\$ 54,682,387</b> |

**STOUGHTON UTILITIES**  
**2010 Statistical Worksheet**

| <b>Electric</b> | <b>Total Sales<br/>2009 Kwh</b> | <b>Total Kwh<br/>Purchased 2009</b> | <b>Total Sales<br/>2010 Kwh</b> | <b>Total Kwh<br/>Purchased 2010</b> | <b>Demand<br/>Peak 2009</b> | <b>Demand<br/>Peak 2010</b> |
|-----------------|---------------------------------|-------------------------------------|---------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| January         | 12,528,674                      | 12,758,970                          | 11,313,409                      | 12,490,465                          | 23,808                      | 22,951                      |
| February        | 10,571,338                      | 10,791,222                          | 10,605,387                      | 10,853,221                          | 22,476                      | 21,538                      |
| March           | 10,411,495                      | 10,924,959                          | 11,051,543                      | 10,924,733                          | 20,628                      | 19,872                      |
| April           | 9,495,456                       | 9,712,939                           | 9,537,605                       | 9,718,010                           | 18,831                      | 18,418                      |
| May             | 9,562,688                       | 9,566,446                           | 10,423,798                      | 11,065,367                          | 19,032                      | 29,494                      |
| June            |                                 |                                     |                                 |                                     |                             |                             |
| July            |                                 |                                     |                                 |                                     |                             |                             |
| August          |                                 |                                     |                                 |                                     |                             |                             |
| September       |                                 |                                     |                                 |                                     |                             |                             |
| October         |                                 |                                     |                                 |                                     |                             |                             |
| November        |                                 |                                     |                                 |                                     |                             |                             |
| December        |                                 |                                     |                                 |                                     |                             |                             |
| <b>TOTAL</b>    | <b>52,569,651</b>               | <b>53,754,536</b>                   | <b>52,931,742</b>               | <b>55,051,796</b>                   |                             |                             |

| <b>Water</b> | <b>Total Sales<br/>2009 Gallons</b> | <b>Total Gallons<br/>Pumped 2009</b> | <b>Total Sales<br/>2010 Gallons</b> | <b>Total Gallons<br/>Pumped 2010</b> | <b>Max Daily High<br/>2009</b> | <b>Max Daily Highs<br/>2010</b> |
|--------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|--------------------------------|---------------------------------|
| January      | 35,308,000                          | 38,020,000                           | 33,859,000                          | 39,294,000                           | 1,412,000                      | 1,577,000                       |
| February     | 32,547,000                          | 35,089,000                           | 33,256,000                          | 35,907,000                           | 1,514,000                      | 1,405,000                       |
| March        | 35,418,000                          | 38,686,000                           | 39,191,000                          | 41,037,000                           | 1,448,000                      | 1,572,000                       |
| April        | 35,288,000                          | 36,844,000                           | 34,331,000                          | 37,386,000                           | 1,401,000                      | 1,502,000                       |
| May          | 38,050,000                          | 37,591,000                           | 36,955,000                          | 42,138,000                           | 1,484,000                      | 1,588,000                       |
| June         |                                     |                                      |                                     |                                      |                                |                                 |
| July         |                                     |                                      |                                     |                                      |                                |                                 |
| August       |                                     |                                      |                                     |                                      |                                |                                 |
| September    |                                     |                                      |                                     |                                      |                                |                                 |
| October      |                                     |                                      |                                     |                                      |                                |                                 |
| November     |                                     |                                      |                                     |                                      |                                |                                 |
| December     |                                     |                                      |                                     |                                      |                                |                                 |
| <b>TOTAL</b> | <b>176,611,000</b>                  | <b>186,230,000</b>                   | <b>177,592,000</b>                  | <b>195,762,000</b>                   |                                |                                 |

| <b>Wastewater</b> | <b>Total Sales<br/>2009 Gallons</b> | <b>Total Treated<br/>Gallons 2009</b> | <b>Total Sales<br/>2010 Gallons</b> | <b>Total Treated<br/>Gallons 2010</b> | <b>Precipitation<br/>2009</b> | <b>Precipitation<br/>2010</b> |
|-------------------|-------------------------------------|---------------------------------------|-------------------------------------|---------------------------------------|-------------------------------|-------------------------------|
| January           | 31,580,000                          | 40,200,000                            | 26,338,000                          | 39,334,000                            | 0.87                          | 0.84                          |
| February          | 26,896,000                          | 38,307,000                            | 25,768,000                          | 33,586,000                            | 1.77                          | 0.74                          |
| March             | 28,348,000                          | 53,160,000                            | 29,115,000                          | 41,700,000                            | 6.91                          | 1.39                          |
| April             | 29,403,000                          | 49,536,000                            | 25,835,000                          | 41,032,000                            | 4.93                          | 5.26                          |
| May               | 33,157,000                          | 48,610,000                            | 26,896,000                          | 41,485,000                            | 2.61                          | 3.84                          |
| June              |                                     |                                       |                                     |                                       |                               |                               |
| July              |                                     |                                       |                                     |                                       |                               |                               |
| August            |                                     |                                       |                                     |                                       |                               |                               |
| September         |                                     |                                       |                                     |                                       |                               |                               |
| October           |                                     |                                       |                                     |                                       |                               |                               |
| November          |                                     |                                       |                                     |                                       |                               |                               |
| December          |                                     |                                       |                                     |                                       |                               |                               |
| <b>TOTAL</b>      | <b>149,384,000</b>                  | <b>229,813,000</b>                    | <b>133,952,000</b>                  | <b>197,137,000</b>                    | <b>17.09</b>                  | <b>12.07</b>                  |



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Needs Since 1886*

**Date:** July 15, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Communications.

- June 2010 American Public Power Association (APPA) magazine "Public Power."
- June 21, 2010 news release regarding Stoughton Utilities RoundUp Program donation to the Stoughton Lions/Lioness Clubs.
- June 25, 2010 memorandum from WPPI Energy CEO Roy Thilly regarding developments.
- June 28, 2010 typical response to an inquiry from Stoughton Utilities Operations Superintendent Sean Grady.
- June 28, 2010 card of appreciation to Stoughton Utilities Accounts Receivable Technician Enecia Sabroff and Consumer Services Specialist Lisa Halverson.
- July 8, 2010 WPPI newspaper advertisement regarding local support for renewable energy.
- July 15, 2010 fact sheet for the July 15, 2010 Commercial and Industrial Customer Meeting.
- July 2010 WPPI Energy newsletter "Power Report."
- July 2010 APPA magazine "Public Power."
- July 2010 edition of the Customers First Coalition newsletter "The Wire."

Encl.

cc: Sean O Grady  
Stoughton Utilities Operations Superintendent



Office 608-873-3379  
Fax 608-873-4878  
[stoughtonutilities.com](http://stoughtonutilities.com)



# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

June 21, 2010

Contact: Brian Hoops  
(608) 877-7412

### Stoughton Utilities RoundUP Program Donates \$1,100.00 to Stoughton Lions/Lioness Clubs

Ted Tobie, Lion's President Elect, and Julie Nygaard, Lioness Representative, recently accepted a check for \$1,100.00 from Kim Jennings, Stoughton Utilities Finance & Administrative Manager. This donation is part of Stoughton Utilities RoundUP program, a voluntary program that 'rounds up' customers' utility bills to the next whole dollar. All proceeds are distributed to and benefit local community organizations. The Stoughton Lions and Lioness clubs plan to use the funds to send Stoughton area children to the Wisconsin Lion's Camp in Roshold, WI.

Customers wishing to participate in the RoundUP program, and local non-profit organizations wishing to apply to receive funds from the program, may sign up online at [www.stoughtonutilities.com/RoundUP](http://www.stoughtonutilities.com/RoundUP) or by calling Stoughton Utilities at 873-3379.



## MEMORANDUM

TO: WPPI Energy Directors, Alternates, Representatives and Managers  
CC: All WPPI Energy Staff  
FROM: Roy Thilly  
DATE: June 25, 2010  
SUBJECT: Developments

1. **CEO Search.** WPPI Energy's search for new President/CEO commenced in earnest in mid-June when the materials describing the position, and the qualifications sought, were finalized and posted on WPPI Energy's internal and external websites and a notice placed with the American Public Power Association. All WPPI Energy members and staff were notified of the information on our websites. The posted information includes a calendar for the search. The process is targeted to conclude in mid-October. WPPI Energy's search consultant, Lanie Prouse, reports that initial interest in the position has been strong.
2. **Focus on Energy Participation.** WPPI Energy and our Wisconsin members face an important decision to be made this fall concerning continued participation in Focus on Energy (Focus), the statewide energy conservation and renewable program. Focus has developed an excellent reputation. WPPI Energy began buying into the Focus programs on behalf of its members several years ago. That participation has been very effective. Member customers have taken full advantage of Focus programs and significantly more money has flowed back to our communities than the cost of our buy-in. Many other municipal utilities and coops also now participate in Focus. However, WPPI Energy is the only entity that participates in some, but not all, of the programs.

Earlier this year, we reached an agreement with the PSC and Focus to increase the number of programs available to members, particularly in the commercial area. However, that agreement has become controversial with the other utilities in the state because they contribute significantly more per meter to Focus than munis and coops. For some time, we also have been experiencing increased pressure from the Public Service Commission (PSC) and Focus for our members to fully participate in Focus, rather than in part. At this point, we believe that full participation by all members would be desirable for both members and WPPI Energy for reasons described below. At a recent meeting, ESAG recommended that we pursue this alternative.

Full participation will provide a number of benefits. Since WPPI Energy's has bought into Focus programs, a number of members have not been able to effectively spend all of their commitment-to-community dollars collected from customers. This PSC staff has raised concerns in rate cases about these growing balances and is considering what to do. As a result, a series of questions has been asked of WPPI Energy about member commitment-to-community programs and our own programs. WPPI Energy's conservation expenditures qualify to meet member legal requirements. However, the PSC staff tends to view member funds collected for the same purpose but not spent is a "double collection".



This view may create complications in member rate cases and result in increased scrutiny of both WPPI Energy and member programs and rates.

If each member were to participate in Focus by paying in all of its commitment-to-community dollars each year – the \$8.00 per meter collected under the law - all regulatory requirements related to public benefits would be automatically met and there would be no need to conduct annual audits. This is what a number of other munis and coops do at this point. The “double collection” and rate case issues should go away.

We expect to recommend that all members proceed in this fashion to eliminate the current controversy, have all Focus programs available in their communities and avoid future audit costs and regulatory review of programs. WPPI Energy’s conservation programs would then be developed through our budget and advisory group processes to supplement the Focus programs in order to meet our strategic objectives. To make sure funds continue to be available for local programs that have been funded with commitment-to-community dollars today, we will recommend that we designate funds for such programs for each member on an equitable basis in our budget. This strategy will provide simplicity, eliminate regulatory issues, and allow us to target WPPI Energy dollars for effective complimentary programs.

The Executive Committee will be discussing this recommendation at its July meeting. Under the law, municipal utilities are required every three years to indicate whether they will be participating in the Focus programs for the next three years. The next deadline is October 2010. This means that we need to move forward promptly. If you have any questions about this matter, please don’t hesitate to contact me, Tom Paque, Jake Oelke or Mike Stuart at WPPI Energy.

3. **Customer Information Services (CIS) Project.** CIS systems are the billing systems on which we all rely for gathering customer data and billing. In 1999, WPPI Energy initiated the Harris/NorthStar project, which was designed to get as many members as possible on a single, centrally administered billing system at a much reduced cost compared to each member proceeding individually. Twenty-eight members now use that system. As the industry has developed in recent years with green power programs and other services provided to customers, the demands placed on billing software have become much greater than in the past. Our Smart Metering Task Force has strongly recommended that we work to persuade all members going forward to use no more than 2-3 different CIS systems, as compared with the 11 used now. Each CIS system will have to be integrated with any smart metering software (a meter data management (MDM) system) used by WPPI Energy members jointly. It makes tremendous sense for members to jointly purchase a single MDM through WPPI Energy given the initial and ongoing costs of this complex software. Ensuring good CIS integrations, and maintaining those integrations over time, will be labor intensive and costly. Doing it for more than two or three CIS systems will be difficult and unnecessarily expensive. With smart metering, the need for consistent, well-validated data across the system will grow substantially for both members and WPPI Energy.

Many members have been working on the CIS project with Bev Lindquist and her staff over the past several months. An RFP has gone out to major CIS providers and member teams are evaluating the responses to those RFPs. In July, detailed demonstrations of several systems will be held. The result will be a recommendation of 2-3 preferred systems, with negotiated joint purchase terms. We will then ask everyone to work together to implement this strategy effectively.

*Developments*

*June 25, 2010*

*Page 3*

As discussed at our regional meetings, the investor-owned utilities with which we compete will have a single CIS and MDM system and realize very substantial economies of scale as a result both for billing, metering and data collection needs. To be competitive, WPPI Energy members need to join together to achieve the same benefits and meet both local needs and WPPI Energy system needs for the long term on a cost-effective basis. This sort of project is the hallmark of joint action.

4. **2011-2013 Business Plan.** The Executive Committee will spend a full day at its two-day August meeting discussing a new draft three-year Business Plan for WPPI Energy. The meeting will be held in Eagle River on August 19-20. A draft of the Plan will be revised based on Executive Committee comments and distributed to all our member directors and alternates. A special Board meeting will be held on October 14-15 in Green Lake to discuss the draft in detail and take comments from members. This will be a very important meeting. The Business Plan will set WPPI Energy's course for the next several years. We strongly urge all members to attend.
5. **Enterprise Wide Risk Assessment.** Our Finance and Accounting department is in the process of gathering information from each of our departments on the various risks that WPPI Energy faces. This is the beginning of developing a comprehensive enterprise-wide risk assessment. The purpose will be not only to identify risks but also to develop strategies to address each risk that we face. This is a major undertaking. The results will be shared with all members.
6. **Elm Road Plant.** Unit 1 at Elm Road is in full operation. The Unit has experienced a number of typical start-up bugs. Steady progress is being made in addressing issues as they arise. Unit 2 remains on schedule for this fall. Once Unit 2 is in service, we will conduct an audit of the project costs, including allocations of costs between We Energies, WPPI Energy and MG&E. The rating agencies in New York have each identified the fact this project is being completed on budget as a major strength. As mentioned at the Regional meetings, we are very pleased with the test results for Unit 1. It is approximately 5% more efficient than contract requirements and emissions on all fronts are substantially below both permit and contract requirements. By the end of 2010, we will have two excellent new units that will serve WPPI Energy members well for years into the future.
7. **Annual Meeting.** We look forward to seeing everyone at our 30<sup>th</sup> Anniversary celebration and annual meeting at Lambeau Field on September 16-17. It will be a great event.
8. **New Employee.** Jeff Forbes will join WPPI Energy on July 6 as the ESR for Kaukauna replacing Jim Brown, who is retiring after 12 years with WPPI Energy. We all wish Jim the best in his retirement.

## Robert Kardasz

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**From:** Sean Grady  
**Sent:** Tuesday, June 29, 2010 2:53 PM  
**To:** Robert Kardasz  
**Subject:** FW: water questions

FYI

---

**From:** robert.roeven tds.net [mailto:robert.roeven@tds.net]  
**Sent:** Tuesday, June 29, 2010 11:49 AM  
**To:** Sean Grady  
**Subject:** Re: water questions

Hi Sean -  
Thank you very much for the information. This is very helpful.  
Robert

On Mon, Jun 28, 2010 at 2:40 PM, Sean Grady <[SOGrady@stoughtonutilities.com](mailto:SOGrady@stoughtonutilities.com)> wrote:

Hi Robert,

Please let us know if you need anything else from us.

Sean Grady

Utilities Operations Superintendent

Dear Sir or Madam -

I live in Stoughton and my wife and I homeschool our children. We would like to teach them about where our drinking water comes from, and how waste water is treated. Can you please help me by giving the answers to some questions I listed below. Any additional information you think would be useful would be much appreciated as well:

1. Where does our drinking water come from? Is it pumped from underground, does it come from the river or lake? Our water is provided from four deep water wells located throughout the City of Stoughton. We currently maintain approximately 61 miles of water mains.
2. How does it reach our house (we live at 324 Lowell St.) ie, which water tower provides our water? Water is provided to our customers by two sources, (1) booster pump station and (2) elevated storage

tanks (water towers). Your home would be served by the well and ground storage reservoir located at the intersection of West South Street and King Street.

3. How is the water treated before it comes to our home? We add a small amount of chlorine to the water for disinfection and fluoride is added to protect teeth in small children.
4. Where does the waste water go after it leaves our home? Wastewater travels to our wastewater treatment plant thru a series of pipes and lift stations. Our wastewater treatment plant treats the wastewater within limits established and monitored by the WDNR and EPA. After the wastewater has been treated, it's discharged into the Yahara River.
5. Any tips for water conservation. When brushing your teeth, only run the water when necessary. Take shower instead of baths if possible. Install low flow shower heads. Upgrade internal facets and toilets with energy efficient fixtures. If using a dishwasher, only wash full loads. When it's time to replace a washing machines, buy a high efficient (HE) machines. Place a pitcher of water in the refrigerator for drinking water instead of running the tap water until it's cold. Avoid running the outside facets. Collect rain water for watering outside plants.

Thank you very much for your time and help.

Sincerely,  
Robert Roeven

324 Lowell St  
Stoughton, WI 53589

6/28/10

Dear Emecia and Lisa,

We thank you for  
your understanding  
in "working with us"  
in regard to our  
account. We are  
so happy we live  
in Stoughton where  
there are great people  
like you working for  
Stoughton Utilities!

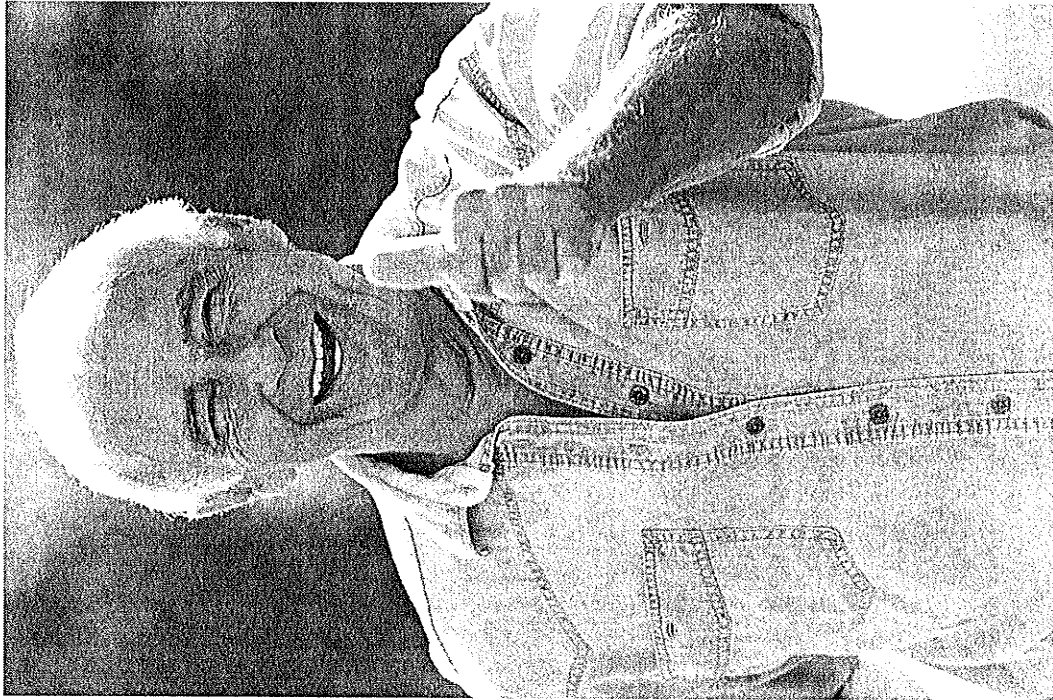
With gratitude,

Arene Miller-Nemeth

Stefano  
Nemeth

# Way to go, Stoughton!

## Local support for renewable energy makes national ranking



Stoughton recently earned national recognition for its leadership in the use of renewable energy from the U.S. Department of Energy's National Renewable Energy Laboratory (NREL). The community of Stoughton has ranked among the top 10 communities nationwide based on renewable energy program participation rates.

In fact, NREL's research indicates that Stoughton's residential customer participation rate in green power purchases has been more than double the national average for three years in a row!

By supporting renewable energy, people in Stoughton are contributing to a cleaner environment and a sustainable energy future.

If you are not yet purchasing green power, we hope you'll join the effort and help us chart a course toward a brighter energy future.

Participating in our Renewable Energy Program is easy and affordable. It doesn't change how you use or receive energy and doesn't require any long-term commitments. You pay just \$3.00 additional per month for each block of renewable energy you choose. Purchasing just one 300-kilowatt hour block of renewable energy is the equivalent of taking your car off the road for six months.


Would you like support the use of clean, green resources? Call us at 873-3379 or stop by the utility office.



Stoughton Utilities

608-873-3379

[www.stoughtonutilities.com](http://www.stoughtonutilities.com)

Shared strength through  WPPI Energy

Stoughton Utilities is an owner of WPPI Energy, a regional power company serving 51 customer-owned electric utilities. These utilities share resources and own generation facilities to provide reliable, affordable electricity to more than 195,000 homes and businesses in Wisconsin, Upper Michigan and Iowa.



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Needs Since 1886*

## WHAT IS STOUGHTON UTILITIES (SU) DOING TO HELP CONTROL COSTS?

- SU recognizes that our businesses and residents are still addressing difficult challenges because of the current economic conditions.
- We are aggressively assisting customers to conserve and use energy more efficiently to keep bills down in a rising cost environment.
- SU continues to use energy more efficiently in all facets of our operations to continue to hold the line and reduce on our costs.
- We continue to maintain our electric, wastewater and wastewater infrastructure to provide the quality service that our customers desire now and in the future.
- SU cross-trains all employees to conduct operations without overtime compensation.
- We are operating throughout 2010 with one vacancy and will defer the filling of one vacancy until the last quarter.
- Ensure that all customers are properly classified and do not subsidize other customer classifications.
- With direct interaction, we are working with regulators to procure a wastewater permit that will affordably improve negative impacts to the environment.
- In partnership with WPPI Energy, we are supporting steps to reduce our carbon foot print, increase the capture of premium wind sites to meet mandates, and ensure that climate change legislation will not penalize our consumers.
- Thus far in 2010, SU has obtained \$1,125,725 in grants and avoided costs for our electric, wastewater and water customers.



Office 608-873-3379  
Fax 608-873-4878  
[stoughtonutilities.com](http://stoughtonutilities.com)



# POWER REPORT

July 2010

## what's inside

- 2..... From the CEO
- 2..... Member News
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River Falls, WI
- 5..... WPPI Energy News in Brief
- 5..... State Updates
- 6..... Commercial & Industrial News
- 7..... Datebook: Summer
- 8..... Ask the Experts

## members

### Wisconsin

Algoma  
Black River Falls  
Boscobel  
Brookhead  
Cedarburg  
Columbus  
Cuba City  
Eagle River  
Evansville  
Florence  
Hartford  
Hustisford  
Jefferson  
Juneau  
Kaukauna  
Lake Mills  
Lodi  
Menasha

Mount Horeb  
Muscoda  
New Glarus  
New Holstein  
New London  
New Richmond  
Oconomowoc  
Oconto Falls  
Plymouth  
Prairie du Sac  
Reedsburg  
Richland Center  
River Falls  
Slinger  
Stoughton  
Sturgeon Bay  
Sun Prairie  
Two Rivers  
Waterloo

### Waunakee

Waupun  
Westby  
Whitehall

### Michigan

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

### Iowa

Independence  
Maquoketa  
Preston

WPPI Energy is a regional power company serving 51 customer-owned electric utilities. Through WPPI Energy, these public power utilities share resources and own generation facilities to provide reliable, affordable electricity to more than 195,000 homes and businesses in Wisconsin, Upper Michigan and Iowa.

## Communities Win ARRA Grant Funding

Several WPPI Energy member communities have secured American Recovery and Reinvestment Act (ARRA) funding for energy efficiency, conservation, renewable and weatherization programs in their local communities. WPPI Energy members and their customers will benefit by increasing local energy savings, thereby enhancing the economic stability of their

local economy as they build a cleaner energy future.

Across the three-state membership, 15 WPPI Energy members won more than \$1.64 million in ARRA-funded state Energy Efficiency and Conservation Block Grants for energy-efficient municipal building retrofits and lighting projects, including:

### MICHIGAN

- **City of Crystal Falls** - LED Street Lights - \$50,000

### IOWA

- **City of Independence** - LED Street Lights - \$142,327
- **City of Maquoketa** - Municipal Building Energy Efficiency Improvements and Test Project for LED and Induction Street Lights - \$52,717; 250 kW Wind Turbine\* - \$156,836

\* Public sector category project funded through the Iowa Office of Energy Independence's State Energy Program

### WISCONSIN

- **City of Menasha** - City of Menasha Energy Efficiency Project - \$200,800
- **City of Columbus** - City of Columbus LED Street Light Conversion - \$159,200
- **City of Jefferson** - Energy Efficiency HVAC Retrofit-City of Jefferson - \$145,700
- **City of Plymouth** - Plymouth Street Lighting and HVAC Improvements - \$141,600
- **City of New Richmond** - Energy Reduction New Richmond 25 x 25 - \$135,000
- **City of Evansville** - Shining Lights for Lower Gas Emissions - \$133,496
- **City of Lake Mills** - Lake Mills Municipal Building Improvements - \$117,400
- **City of Two Rivers** - Two Rivers Municipal Building Improvements - \$74,700
- **City of Waupun** - Municipal Building Retrofits/Light Replacement - \$51,000
- **City of Algoma** - Algoma Municipal Bldg HVAC and Lighting Upgrades - \$40,700
- **City of Juneau** - Lighting Upgrade - \$25,600
- **Village of Slinger** - Village of Slinger Energy Efficiency Upgrades - \$22,700

WPPI Energy and members were also successful in securing additional ARRA funds from Wisconsin's Office of Energy Independence, including:

- **WPPI Energy** - Plug-in hybrid electric utility line trucks and neighborhood electric vehicles for members - \$1.12 million; Energy efficiency programs for member industrial customers - \$260,000
- **The City of Jefferson** - Neighborhood electric vehicle - \$2,000
- **Oconomowoc Utilities Leading by Example** - Neighborhood electric vehicle - \$8,000
- **Stoughton Utilities** - Plug-in electric utility line truck - \$200,000





As this article is written, WPPI Energy is approaching its 30th anniversary, which will be celebrated at our Annual Meeting this September. Our utility was formed by our member communities

on Sept. 5, 1980, with a clear vision and virtually no assets. Member communities were committed to establishing their own bulk power utility to achieve long-term power supply independence, enabling growth and prosperity in the local economy.

Choosing a joint-action model, our members decided to work together because it was becoming increasingly difficult to remain competitive while operating alone. Our members charted a course for the future to allow their local utilities not only to survive, but also to prosper. Together, they created a major new utility that could develop and own valuable power supply assets for the benefit of their residents and businesses.

Thirty years later, WPPI Energy has grown from a small office in a strip mall in Sun Prairie with 23 members to the fifth largest electric utility in Wisconsin, with 51 members in three states and assets of

more than \$686 million. We have one of the most extensive member and customer service programs when compared to similar joint action agencies in the country. We are a recognized leader within the Midwestern utility industry and, nationally, in the public power community.

.....

*As WPPI Energy members celebrate their 30-year milestone anniversary in 2010, they also will usher in an important transition. WPPI Energy will hire the third President and CEO in its history, with the announced retirement of current President and CEO Roy Thilly. WPPI Energy members are committed to maintaining an excellent, highly motivated staff and selecting another strong and visionary leader, as they continue to chart the course for the future.*

.....

Throughout our history, the members of WPPI Energy have proceeded in a steady and deliberate fashion to create a lasting foundation for success. As a result, our

member communities now have two very valuable assets—their own electric utilities and their joint ownership of WPPI Energy.

WPPI Energy members are now preparing for the next 30 years. WPPI Energy will stand behind its members, providing the expertise and resources necessary to make good decisions and provide excellent service. To do so, we must be technically adept, well informed and driven by member and customer needs. The next 30 years will be built on the strong foundation developed over the last three decades, just as our members intended when they first joined together in 1980. It has been a great 30 years of joint action, and the next 30 will be even greater.

## WPPI Energy Members Celebrating Milestone Anniversaries in 2010:

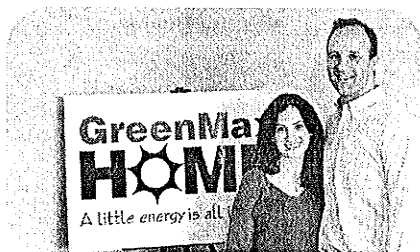
- .....
- Whitehall - 70 years
  - Westby - 95 years
  - Waunakee - 95 years
  - Sun Prairie, WI (see story below) - 100 years
  - River Falls, WI (see story on pgs. 3-4) - 110 years
  - New Richmond - 120 years

## MEMBER NEWS

### Members Lead Nation in Use of Renewable Energy

Four WPPI Energy members—Lake Mills Light & Water, River Falls Municipal Utilities, Stoughton Utilities and Waterloo Utilities—earned national recognition from the U.S. Department of Energy's National Renewable Energy Laboratory (NREL) for their renewable energy programs. Each utility was on NREL's annual "Top Ten" lists of leading utility green power programs for 2009. Customer participation in the Renewable Energy Program and Green Power for Business in Lake Mills, Stoughton and River Falls was more than double NREL's national average. River Falls and Waterloo were recognized for their green power sales as a percentage of total utility retail electricity sales.

### Stoughton GreenMax Home Complete



John and Rebecca Scheller.

During a special dedication ceremony on April 29, homeowners John and Rebecca Scheller celebrated the completion of what is anticipated to be Dane County's first verified net zero energy home—a home that is capable of producing as much energy as consumed. The house, located in the member service territory of Stoughton Utilities in the Town of Rutland, combines energy-efficient construction methods and practices with onsite

renewable energy technologies to achieve net zero energy use. For more information, visit [www.greenmaxhome.com](http://www.greenmaxhome.com).

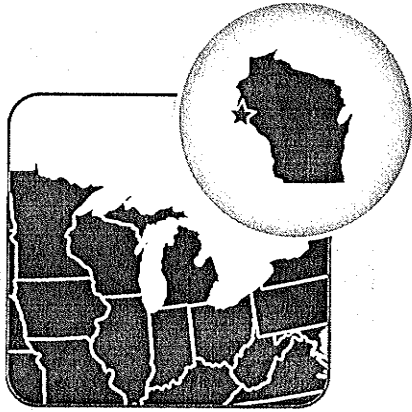
### Kaukauna Utilities Buys Hydro Plant

Kaukauna Utilities purchased a hydroelectric power plant in Kimberly from papermaker NewPage Corp. The plant has 2.7 megawatts of installed capacity.

### Sun Prairie Utilities Celebrates Centennial Anniversary



Sun Prairie Utilities is celebrating its 100th anniversary of providing electric and water services to the residents of Sun Prairie. In conjunction with its centennial anniversary, the utility recently unveiled a new name and logo, representing the strength of Sun Prairie Utilities as a public power provider focused on serving its customers and understanding their changing needs.



# MEMBER SPOTLIGHT

## river falls, wisconsin fast facts

**County:** Pierce and Saint Croix

**Population:**  
Approximately 14,343

**Website:** [www.rfmu.org](http://www.rfmu.org)

### Did you know:

- River Falls Municipal Utilities has implemented a municipal effort to improve energy use in utility and municipal facilities.
- River Falls is the first Wisconsin community with a LEED-certified City Hall. The city purchases 50,300 kilowatt-hours, or 35 percent of the building's annual energy consumption, from renewable resources.
- The utility was the first community in Wisconsin and the Midwest to appear on the U.S. Environmental Protection Agency's national list of Green Power Communities.
- River Falls Municipal Utilities was one of 23 original members to join WPPI Energy.

*WPPI Energy member since 1980.*



River Falls City Hall.

River Falls Municipal Utilities (RFMU) was founded more than 100 years ago. The utility was created by community members seeking to establish their own utility to provide lights to the downtown area and enhance economic development. The utility began serving the community's water needs in 1894, its electric needs in 1900 and sewer needs in 1930. In 1980, River Falls joined WPPI Energy. Today RFMU provides service to approximately 5,800 customers in River Falls, operating as the locally owned electric, water/sewer and wastewater utility.

### Sustainable Initiatives

The community is committed to providing leadership to encourage community-wide sustainability. In 2007, RFMU created the **POWERful Choices!** initiative. This effort has helped boost community energy efficiency and environmental stewardship, promote broad energy awareness and conservation, and advance renewable energy. In addition, RFMU formed a volunteer committee comprised of local elected/appointed officials, educators,

business leaders, environmental group members and citizens to provide direction in motivating the community to work together on the initiative.

### Innovative Financing for Renewables

River Falls is the first community in Wisconsin and the Midwest to offer an innovative renewable energy and energy efficiency finance program. **Save Some Green**, established in 2010, emphasizes efficiency first and the installation of renewable energy second. The program is the first of its kind in the nation, based on a similar program called Berkeley FIRST. However, **Save Some Green** funds more projects, such as solar photovoltaic systems, solar hot water, solar thermal heating, geothermal systems, wind turbines, and major energy efficiency projects in connection with a renewable energy project. The program provides four percent interest loans to residential utility customers to finance qualified renewable energy systems and make efficiency improvements to their property through installments on their property tax bills.

*continued on next page*

### National Leader

In January 2009, River Falls appeared on the U.S. Environmental Protection Agency's (EPA) national list of Green Power Communities. River Falls was the first community in Wisconsin and the Midwest to receive this distinction, ranking No. 10 on the EPA's Green Power Community list.

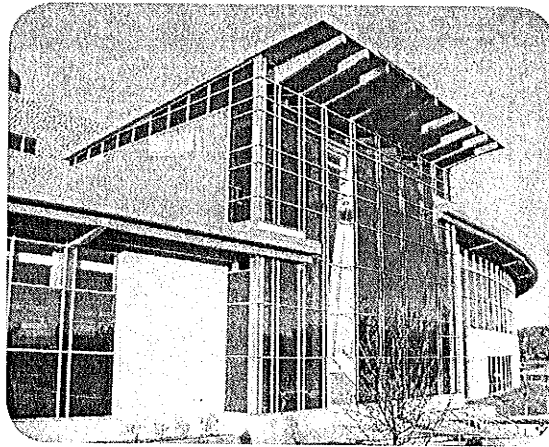
Through RFMU and WPPI Energy, the River Falls community is purchasing more than 18 million kilowatt-hours (kWh) of green power annually, the second highest percentage in the country and enough green power to meet 15 percent of the community's purchased electricity use.

In addition, RFMU continues to earn national recognition from the U.S. Department of Energy's National Renewable Energy Laboratory (NREL) for its leadership in the sale of renewable energy. Based on 2009 customer participation rates, RFMU ranked eighth in the nation among more than 850 utilities across the United States who offer green power programs. The utility also ranked sixth for its green power sales as a percentage of total utility retail electricity sales.

The 2009 NREL "Top 10" list marks the fifth time River Falls has earned national recognition for its successful green power program performance since 2005.

### Valuable Community Leadership

Community members in River Falls purchase electricity from clean, green sources by participating in RFMU's Renewable Energy Program and Green Power for Business. The community's green power participation received a significant boost when students at **UW-River Falls** voted in favor of allocating student funds to power the school's University Center and residence halls with renewable energy from RFMU. A purchase by the state provides additional renewable energy to the campus. In February 2010, Mayor Don Richards challenged local citizens to increase their use of renewable energy. As a result, residential customers increased green power purchases by 11 percent. Another initiative, called the Green Partner Program and conducted by Efficiency and Conservation Coordinator Mike Noreen, increased Green Power for Business participants by 144 percent. Noreen partnered with Mayor Richards to conduct personal visits to local businesses in River Falls. Business partners were



UW-River Falls University Center.

given a personalized flyer that explained their current energy use, costs, and environmental benefits associated with purchasing renewable energy.

### Large Power Leaders

In the spring of 2007, **Minnesota Rubber and Plastics**, a commercial customer of RFMU, participated in the first round of bidding for the RFP for Energy Efficiency program and received funding to upgrade its cooling system with a water cooled chiller, generating an annual energy savings of more than 415,000

kWh. In another round of RFP bidding in 2008, the company converted its plastic resin drying process with a more efficient and centralized system.

**UW-River Falls** is also making significant strides to improve the efficiency and operation of its facilities. The university is utilizing RFMU's New Construction Design Assistance program for an addition to the George R. Field South Fork Suites Residence Hall. The program will help review the building's energy performance and analyze energy efficiency opportunities. Students also voluntarily purchase 363,000 kWh of renewable energy per month for the University Center and all the residence halls, enough energy to power 41 average-sized homes.

Numerous lighting, motor, HVAC, and other energy saving projects have been implemented at the university. Continuous monitoring of building operations and retro commissioning have also significantly improved how university building equipment and systems function together.

The **River Falls School District** also upgraded classroom and facility lighting in several schools. The district installed new energy-efficient high-bay fluorescent fixtures in gymnasiums district wide and converted to high-performance T8 from T12 fluorescent lighting.

### Walking the Talk

The community of River Falls plays an important role in supporting clean energy alternatives. Thanks to community-wide leadership, the implementation of several key initiatives, and a strong community-wide conservation ethic, River Falls continues to set a leadership example that sustainability is a wise and long-term investment.

# QUICK TAKES

## WPPI Energy News in Brief

### Resources in Place to Meet Summer Demand

Sufficient generation capacity is in place to meet the projected summer peak demand of WPPI Energy's 51 member utilities. Our projected summer peak demand for 2010 is 945.3 megawatts (MW). We have in place 1,086 MW of capacity, including WPPI Energy-owned generation, power purchase contracts, and member-owned and customer-sited generation. The Midwest ISO projects a planning reserve margin of 25.9 percent, which exceeds the system planning reserve margin of 15.4 percent.

### Renewable Energy Enthusiasts Connect Via Facebook



WPPI Energy has launched a Facebook page to connect and interact with residential Renewable Energy Program and Green Power for Business participants and renewable energy enthusiasts. To learn more, visit [www.facebook.com/renewableenergysupporters](http://www.facebook.com/renewableenergysupporters).

### Subscribe Online

If you would prefer to receive Power Report by e-mail, simply send your request to [PowerReport@wppienergy.org](mailto:PowerReport@wppienergy.org). Include your name, organization and mail address, and you'll be added to the electronic distribution list.

## STATE UPDATES



michigan

### Local Congressman Retires

Congressman Bart Stupak announced his retirement from Congress at the end of his term. Stupak has been a Democratic member of the United States House of Representatives since 1992, representing Michigan's 1st Congressional District.



iowa

### Governor Signs Bill to Help Protect Water

Governor Chet Culver has signed Senate File 2310, the Natural Resources and Outdoor Recreation Act. In November, citizens will vote on a ballot measure on whether a constitutionally protected fund will be created to conserve Iowa's natural resources.



wisconsin

### Ebert Appointed Chair of Wind Siting Council

WPPI Energy Senior Vice President of External Affairs Dan Ebert was appointed by the Public Service Commission of Wisconsin to serve as chair of



Dan Ebert.

Wisconsin's Wind Siting Council. The 15-person council was appointed in March 2010 as part of a law passed last year to set up uniform wind siting standards in Wisconsin.

### Iowa Ranked No. 2 in Nation for Wind Production

According to the American Wind Energy Association U.S. Wind Industry Annual Market Report for the year ending 2009, Iowa is the second largest producer of wind energy in the United States, generating 15 percent of its power from wind, with a total of 3,670 megawatts installed.

## Smart Grid: WPPI Energy Members Prepare for Future

WPPI Energy members are preparing for the advent of the smart grid, an emerging network of advanced meters, distribution system equipment and information systems that will help customers control their usage and save money on their electric bills. Through the smart grid, utilities will better be able to:

- Employ technology allowing two-way communication with customers
- Manage operational and power supply-related costs

- Offer time-based rate structures that encourage conservation
- Enable customers to access and analyze their own electric consumption information online, and
- Enable customers to use smart appliances and controls to use energy when it is least expensive.

WPPI Energy members recognize that smart grid technology is the path of the future. Now more than ever, customers are becoming connected, savvy consumers of online information. The

*continued on page 7*

## Customers Benefit from Energy-Saving Programs

WPPI Energy's 51 member utilities offer a variety of programs, technical assistance and financial incentives to help your business save energy and money.



Through the RFP for Energy Efficiency program, large energy users served by WPPI Energy member utilities are able to bid for funds to implement cost-effective efficiency improvement projects to upgrade equipment and systems. Qualified customers are invited to submit proposals for the current RFP for Energy Efficiency bidding cycle. The current round of bidding ends on July 23, 2010, with awards granted in August. Bids for a subsequent round of funding are due Nov. 12, 2010. The program is open to all commercial, industrial and institutional power customers served by WPPI Energy member utilities. Visit [www.wppienergy.org/rfp](http://www.wppienergy.org/rfp) for details.

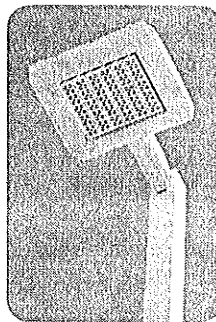
In addition, customers planning new buildings or additions can take advantage of the benefits of sustainable design through the New Construction Design Assistance program. The program assists prospective building owners and developers, design professionals and construction contractors achieve energy savings by encouraging the design and construction of buildings as integrated systems to capture holistic energy savings.

WPPI Energy members offer a variety of energy management programs and services specifically for commercial and industrial facilities, including energy audits, load monitoring, technical training and more. Contact your WPPI Energy member utility for more information on how you can make wise and worthwhile business investments in energy-saving projects.

## Customer Achieves Energy Savings

WPPI Energy partnered with Focus on Energy to fund an energy manager position at Thilmany, LLC, a customer of Kaukauna Utilities in Wisconsin, through the Focus on Energy Industrial Staffing Grant program. The program was designed to assist large power customers in Wisconsin by funding a half- to full-time energy manager to lead the completion of energy efficiency projects. Focus on Energy and WPPI Energy provided funding for nine energy saving projects at the facility. Such projects included redesigning the hot process softener to decrease heat loss to the sewer, lighting upgrades, steam system improvements, efficiency planning activities and more. Through the Industrial Staffing Grant program, Thilmany will achieve electrical energy savings of more than 5.5 million kilowatt-hours, reducing electricity costs by more than \$1.14 million annually.

## Brighter Energy Savings



LED Parking Light.

Since the start of 2010, more than 105 customers in 41 member communities have completed lighting upgrades in local facilities, achieving cumulative energy savings of more than 8.7 million kilowatt-hours.

Such projects include high-bay lighting retrofits, T-12 to high-performance T-8 upgrades, occupancy controls, CFL upgrades, LED traffic signal installations, LED refrigerated display case lighting upgrades, and LED sign upgrades. Since Jan. 1, 2010, more than \$430,000 has been awarded to help customers lower the upfront costs of such projects. Financial incentives and rebates are provided by WPPI Energy, Wisconsin's Focus on Energy program and WPPI Energy member utilities.

## Three Staff Members Earn Professional Certification



Mike Hodges.



Peggy Jesion.



Eric Kostecki.

Three WPPI Energy staff members—Mike Hodges, Peggy Jesion and Eric Kostecki—recently earned their Certified Energy Manager (CEM) credentials. The CEM designation recognizes individuals who have demonstrated high levels of experience, competence, proficiency and ethics in the energy management profession and has gained industry-wide use as the standard for qualifying energy professionals in both the United States and abroad. CEM credentials are recognized by the U.S. Department of Energy, the Office of Federal Energy Management Programs, and the U.S. Agency for International Development, as well as by numerous state energy offices, major utilities, corporations and energy service companies.

## DATEBOOK: Summer

Mark your calendar for these upcoming events, conferences and technical workshops for commercial and industrial utility customers:

### Energy-Efficient Computing Summit: Cutting-Edge Practices that Achieve Real Savings

Focus on Energy, [www.focusonenergy.com/training](http://www.focusonenergy.com/training)  
• July 20, 2010 | Madison, WI

### Building Operator Certification Level I

Focus on Energy, [www.focusonenergy.com/training](http://www.focusonenergy.com/training)  
• September 15, 2010 | Brookfield, WI

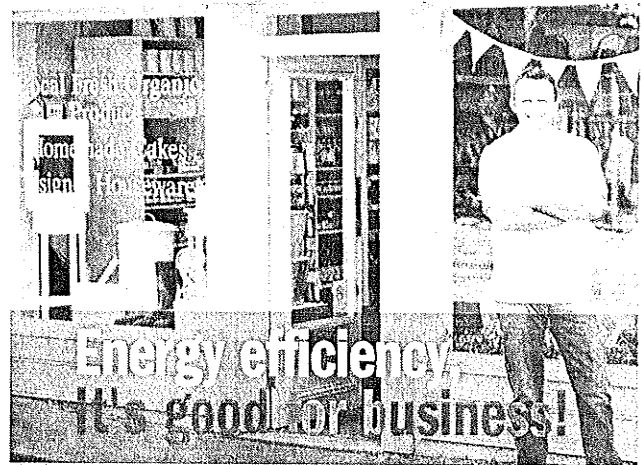
### Practical Energy Management - Schools and Government

Focus on Energy, [www.focusonenergy.com/training](http://www.focusonenergy.com/training)  
• September 20, 2010 | Eau Claire, WI

### Accredited On-Demand Webcasts (available anytime)

The Energy Center, [www.ecw.org/university/ecuonline-forcredit.php](http://www.ecw.org/university/ecuonline-forcredit.php)

- Day Lighting: Lighting Every Building Using the Sky
- Energy Efficient Buildings: It's All About the Money Now
- Geothermal Technologies
- SSL Technology & LED Lighting



That's because every dollar you save on energy costs goes straight to your bottom line.

Your local utility's membership in WPPI Energy gives you access to energy solutions that save money, boost productivity and reduce maintenance costs.

#### Find out how smart energy choices can save your business energy and money!

In Wisconsin, Focus on Energy offers grants and financial incentives to help you offset the costs of energy efficiency and renewable energy installations. Call 800.762.7077 or visit [focusonenergy.com](http://focusonenergy.com).

In Iowa and Michigan, customers have access to similar opportunities through their local utilities. Call 800.255.9774 or visit [www.wppienergy.org](http://www.wppienergy.org).

Take action today. See results tomorrow.

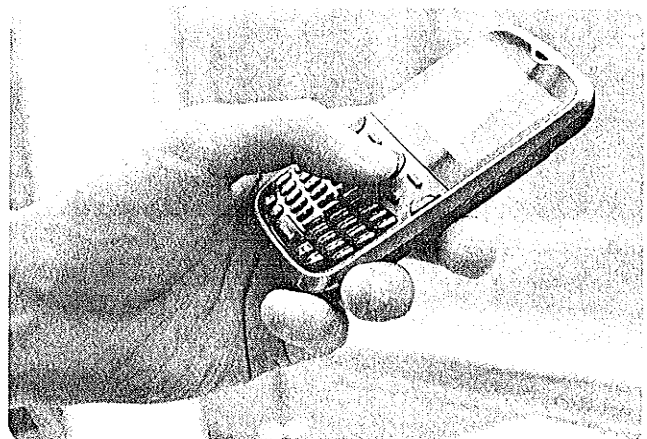


Smart Grid: continued from page 5

next generation will expect the increased access to information and accompanying cost-control capabilities promised by the smart grid.

To ensure that we make the right choices, the member utilities and staff of WPPI Energy have formed a Smart Grid/Smart Metering Task Force, which has recently completed a long-term analysis and is currently working to develop a staged implementation plan for our system.

Through joint action, WPPI Energy members have a longstanding tradition of working together to achieve economies of scale in acquiring generation resources and other services. As the smart grid emerges, WPPI Energy members will continue using this shared strength for the benefit of their customers, working together for operational efficiencies and cost control advantages.



## Ask the Experts

### *What is load factor and how does it affect my bill?*

Load factor is a measure of how consistently a customer is using electricity over time, particularly over the course of a monthly billing cycle. Load factor is important for customers who are billed on a demand and energy basis. Generally, customers who have a maximum demand of 50 kilowatts (kW) or more each month are billed on a demand and energy basis, like larger commercial and industrial customers. Customers using less than 50 kW each month, typically residential and smaller commercial customers, are usually billed only on an energy basis. Load factor is expressed as a percentage and is calculated by dividing total kilowatt-hours (kWh) consumed by the product of maximum demand times the total hours in a billing period.

$$\left\{ \begin{array}{l} \text{Calculating Load Factor:} \\ \text{Total kWh} / (\text{maximum demand} \times \text{hours}) \end{array} \right\}$$

The load factor can range up to a maximum of 100 percent. A load factor of 100 percent indicates the same amount of electricity is being used every hour of the billing period. However, it is not likely a customer will use electricity at a constant rate over the entire monthly billing cycle. Generally, a load factor greater than 70 percent is considered a high load factor.

The higher one's load factor, the more consistently that customer is using the energy resources, electric infrastructure and the utility's fixed assets. A higher load factor translates into a lower per kWh cost for the customer because the demand charges will make up a smaller percent of the total cost.

For some customers, improving load factor requires alternating processes and running equipment at a different time of the day or night to avoid running applications at the same time on peak. For other customers, it is not as easy to alternate processes, but it is important to understand how the operation works by being aware of how electricity is billed and identifying cost contributors. Customers interested in improving their load factor can contact their local utility and work with the Energy Services Representative.



### your questions answered

Have a question you'd like answered by one of WPPI Energy's experts? E-mail your inquiry to [PowerReport@wppienergy.org](mailto:PowerReport@wppienergy.org).

Tim Ament, Director of Rates for WPPI Energy,  
(608) 834-4530, [tament@wppienergy.org](mailto:tament@wppienergy.org)



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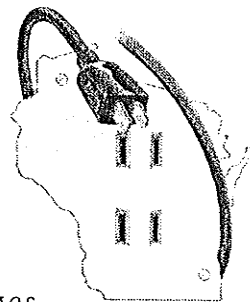
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The way energy should be

**WPPI** energy

A Coalition  
to preserve  
Wisconsin's  
Reliable and  
Affordable  
Electricity

# Customers First!



Plugging you in to electric industry changes


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## Wisconsin lands efficiency grants

Nearly \$8 million in federal stimulus funds will come to Wisconsin businesses and educational institutions to help finance research into energy efficiency technologies, the U.S. Department of Energy (DOE) has announced.

It works out to a pretty impressive haul for the state, since the total awarded by the DOE nationwide was \$76 million—meaning Wisconsin captured more than 10 percent of the entire pool of funds.

Prominent among those sharing in the grant money are Johnson Controls, Eaton Corporation, the University of Wisconsin, and Milwaukee Area Technical College.

The list of projects includes research and development into making commercial and residential buildings more energy efficient and making it easier to control their energy usage, curriculum development for training building management personnel to oversee efficient energy use, and training programs designed to build energy efficiency management as a specialized career path. 

## Power-plant conversion to biomass advances


The University of Wisconsin Board of Regents last month gave a green light to the quarter-billion dollar conversion of an old coal-fired power plant on the Madison campus to burn biomass instead, with a targeted completion date of 2013.

The intention is that the biomass fuel will be obtained from waste products, including waste wood and waste from crop production. Concerns about volatility in the price of natural gas moved the University to reject a gas-fired power plant, an option they identified as significantly cheaper to build and bring on-line.

One choice the U-W *didn't* have was to continue operating the half-century old Charter Street plant as is. The changeover is the result of a legal settlement with the federal government to comply with air pollution regulations. The Sierra Club a few years ago sued the state over the plant's air emissions and environmental organizations had been on the offensive over runoff from the plant's coal pile contaminating

the city's stormwater system with heavy metals.

Unresolved issues included where the biomass fuel will be obtained and how it will be delivered to and processed at the plant a few blocks west of the Madison isthmus. Sentiment among the regents seemed to be that building a biomass plant would stimulate development of an industry to supply the plant's fuel needs.

Final word on the project is up to the State Building Commission, which needs to give its approval before work can move forward. 



## Connecticut energy bill gets veto

Wary of unintended consequences, Connecticut Governor Jodi Rell vetoed the far-reaching energy bill state lawmakers approved this spring as a remedy to the nation's highest electricity rates. Rell said she feared the legislation would drive rates even higher.

While the governor conceded the bill was a "well-intentioned effort," she remained leery of claims by its proponents that it would result in Connecticut electricity prices falling 15 percent over the next several years.

"These claims are eerily reminiscent of the claims made about the electric industry deregulation bill which was presented some years ago as a panacea for Connecticut's energy problems," Rell wrote in her veto message to the secretary of state and Legislature.

"After a decade of exorbitant prices, however, that bill has yet to deliver on its promises," she added.

The governor also complained of a lack of transparency in development of the final legislative package.

It was "cobbled together," in the words of a *Hartford Courant* editorial, in the closing days of a legislative session dominated by problems balancing the state's budget and, as Rell noted, it was "emergency certified," accelerating its movement through the Legislature so there was no public hearing on the final package.

That, in the governor's view, made the legislation "unfair to the people of Connecticut whose electric bills and taxes would

Continued on page 3...



THE WIRE is a monthly publication of the *Customers First!* Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. *Customers First!* is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the *Customers First!* Coalition, please call 608/286-0784.



## KEEPING CURRENT

With CFC Executive Director Matt Bromley

The massive oil spill in the Gulf of Mexico may bring back to life energy and climate legislation that many considered dead in Congress. President Obama even used his first address from the Oval Office to speak to the nation about the oil spill and called on Americans to "seize the moment" and end our addiction to fossil fuels. But will the disaster in the Gulf be enough to resuscitate the energy debate in Congress?

Little has happened since the House of Representatives narrowly passed the Waxman-Markey climate change bill last year. The bill would mandate an 83-percent reduction of greenhouse gas emissions by 2050 from 2005 levels, establish a renewable energy standard, and—perhaps its most contentious provision—create a carbon cap-and-trade system. The Senate hasn't acted on Waxman-Markey mainly because of disagreement over cap-and-trade.

After a year of letting the issue simmer, a tri-partisan team of Senators John Kerry (D-MA), Joe Lieberman (I-CT), and Lindsey Graham (R-SC) developed a proposal aimed at achieving broader support. It keeps the same carbon-reduction targets as Waxman-Markey but also provides a \$54 billion nuclear loan-guarantee program, allows more offshore drilling, and establishes a cap-and-trade program with price controls. Yet, in a sign of how fragile political alliances can be and the challenge of achieving broad support for energy legislation, Graham withdrew his backing for the bill he put together with Kerry and Lieberman and signed onto a competing bill by Senator Richard Lugar (R-IN) that does not include cap-and-trade.

To make the prospects of anything being done even more daunting, several other proposals are now floating around the Senate—all of which are vying for the 60 votes needed to break a filibuster. On a parallel track with congressional action, the Environmental Protection Agency is set to proceed with its own rules. Last year, the EPA issued a finding that greenhouse gas emissions endanger human health and thus can be regulated under the federal Clean Air Act. The EPA just issued standards limiting greenhouse gas emissions for cars and light trucks but has said that no stationary sources, such as power plants, will be required to get Clean Air Act permits that cover greenhouse gases before January 2011. So, it may not be the oil spill that inspires Congress to act after all, but rather the threat of a government agency setting the nation's energy priorities that does. 💡



Bromley

## Summer in San Diego

Ah, those Sempra companies. Last month it was parent company Sempra Energy settling with the State of California in litigation over power-market manipulation a decade ago. Now it's subsidiary San Diego Gas and Electric (SDGE) concluding that the answer to wildfires—in which its maintenance practices have been identified as a contributing factor—is to shut off the electricity when the weather gets too windy and dry.

To be clear, existing regulatory practice allows the utility to cut off power in extreme windy conditions. But in 2009, state regulators said no to SDGE's request for a lesser threshold to shut down transmission and be held immune from liability when that happens.

A June report in Escondido's *North County Times* pointed out the rather surprising datum, attributed to an SDGE spokeswoman, that the

company's equipment is designed to withstand winds up to 56 miles per hour. It also noted that in some areas SDGE has installed more robust poles able to stand up to stronger winds.

State officials investigating three destructive wildfires in 2007 faulted SDGE for inadequate inspection and maintenance and for hanging too much equipment on aging power poles, increasing the risk of energized lines contacting tinder-box vegetation.

In the current controversy the *North County Times* quoted one county supervisor saying, "There's a serious trust issue with SDGE. Some think SDGE will use their longtime authority to shut down more often than they should. It's something we all need to keep our eye on, to make sure they're not abusing their authority." 💡

# Failed voter initiative brings call for curbs

People concerned about the influence of money in politics can take some solace in the defeat of California Proposition 16—despite Pacific Gas and Electric (PGE) spending \$46 million promoting the initiative.

That's an early number. In the weeks since last month's rejection of the ballot measure, estimates have climbed as high as \$50 million. But the really striking number is the amount spent by opponents of Prop. 16: by most accounts barely \$100,000. That comparatively trifling expenditure was sufficient to produce a 53-47 percent win.

Had voters approved the initiative, it would have become illegal in California for any

public agency to get into the retail electricity business without voter approval by a two-thirds majority. The practical effect would have been to make it far more difficult than under current law to establish a municipal utility.

PGE and the proponents of Prop. 16 made the not-unreasonable-sounding argument that taxpayers should have a say in a decision by their local government to go into the utility business. However, others saw the proposal as a ploy by the incumbent utility to protect its turf from extensions of service by municipalities and to wall off competition from municipalities acting as aggregators buying or producing power on behalf of retail customers.

In the weeks following the vote, at least two California lawmakers introduced bills placing new restrictions on businesses spending money to support or oppose individual candidates or ballot measures.

One bill would mandate corporations reporting annually to shareholders on political spending and give shareholders the option of obtaining reimbursement for their share of the expenditures if they decline to support them. Opponents point out that such reporting is already required. However, reimbursement is not currently an option. 💡

## Bracing for impact

Though Pennsylvania boarded the electric restructuring bandwagon back in the mid-1990s, the full effect still hasn't been felt statewide. Retail rates for individual utilities have been capped, with caps expiring at different times.

Now Philadelphia city government is preparing for its power provider's rate cap to come off.

Last month the city council created an energy authority. The five-member panel, created by a unanimous council vote, would free the city from restrictions on long-term contracting so it can form energy purchasing pools or become involved in alternative energy projects.

Rejected along the way was a proposal to organize the authority as a cooperative that would buy electricity for resale to end-use customers. It will not become a retail power provider, city officials said.

The incumbent utility serving the city is Peco Energy. Peco's rates, capped at 1996 levels under Pennsylvania's electric restructuring law, will be uncapped at the end of this year. Rates are expected to rise about 10 percent, which would be an extraordinarily modest jump compared with what's happened to retail rates for other utilities and in other states where legislated rate caps have expired.

Consumers would be free to switch to a different power supplier, though they would continue to receive distribution and other customer services through Peco. The great unknown in such situations has always been how many providers choose to serve small-volume residential customers, a potentially determinative factor in how much of a moderating effect competition will have on price.

A report in the *Philadelphia Inquirer* noted last month that competition for residential business might be less than furious given that Peco's commercial and industrial accounts—only 10 percent of its customers—buy 56 percent of the electricity it sells.

City government, the *Inquirer* said, has an annual electric bill of about \$65 million, providing a powerful incentive for the new authority to try to negotiate more favorable rates. 💡



## Energy saver tip

If you're planning to be away on vacation this summer, remember an empty house is unlikely to require the same level of climate control that's needed when you're at home. Set air conditioning equipment to allow a higher temperature while you're away. Adjust the water heater to cut back its running time. Closed curtains or drapes will help keep temperatures stabilized. Used in tandem with a few automatic timers controlling lamps, they'll help keep your home safe from unwanted attention during your absence. 💡

## Veto

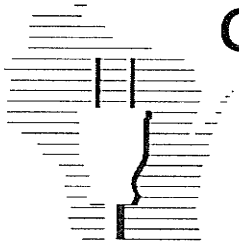
Continued from page 1...

surely be affected."

Others saw it differently. Environmental groups and Connecticut Attorney General Richard Blumenthal, among others, criticized the veto, saying it favored utilities and energy companies at the expense of the state's conversion to a green energy economy.

In addition to promising lower electric rates, the bill contained incentives for solar energy and energy conservation and cut electric rates for lower income groups.

It would also have reorganized state oversight of utilities, creating a new Division of Public Utility Control within the Connecticut Energy and Technology Authority, which would have supplanted the existing Public Utilities Control Authority. 💡

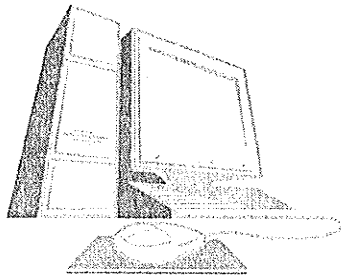


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**[www.customersfirst.org](http://www.customersfirst.org)**



## Quotable Quotes

*"We cannot repeat the mistakes of the past. I cannot approve the sweeping changes in this bill without fully knowing the effect they will have on the energy market, our state's economy and ratepayer bills."*

—Outgoing Connecticut Governor Jodi Rell, spelling out her reasons for vetoing legislation supporters said would reduce electricity rates, in her veto message, May 25, 2010

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin's reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

**Customers First!**  
Plugging Wisconsin In





**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Needs Since 1886*

**Date:** June 10, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Committee Annual Calendar.

The following calendar is provided for information and discussion.

|                              |  |
|------------------------------|--|
| July 19, 2010                | Regular Meeting  |
| August 16, 2010              | Regular Meeting - Approve the Stoughton Utilities Non-Represented employees wage adjustments and recommend them to the Stoughton Personnel Committee and the Stoughton Common Council - Tour North Electric Substation |
| September 16-17, 2010        | WPPI Energy (WPPI) Annual Conference in Green Bay  |
| September 20, 2010           | Regular Meeting - Customer Collections Status Report   |
| September 26-October 2, 2010 | Public Power Week  |
| October 6, 2010              | WPPI Energy Orientation in Sun Prairie   |
| October 6-8, 2010            | Wisconsin Wastewater Operators Association (WWOA) Annual Conference in Wisconsin Dells   |
| October 17, 2010             | Special Meeting - Conduct hearings for the 2009 Tax Roll Nomination  |
| October 17, 2010             | Regular Meeting - Stoughton Utilities Goals Status Report  |
| November 15, 2010            | Regular Meeting - Tour Well No. 5 and Reservoir  |



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Fax 608-873-4878  
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|                      |   |
|----------------------|---|
| December 17, 2010    | Stoughton Utilities Holiday Open House  |
| December 20, 2010    | Regular Meeting - Stoughton Utilities RoundUp Donation  |
| January 17, 2011     | Regular Meeting - Approve Declarations of Official Intent(s)  |
| February 14, 2011    | Regular Meeting - Discuss Stoughton Utilities 2010 Accomplishments  |
| February 22-24, 2011 | American Public Power Association Legislative Rally in Washington, D.C.   |
| March 14, 2011       | Regular Meeting - Stoughton Utilities 2010 Annual Audit and Management Letter Presentation discussion, approval and recommendation to the Common Council - Stoughton Utilities Tax Stabilization Dividends discussion, approval, and recommendation to the Common Council - Customer Collections Status Report - Review Wisconsin Public Service Commission Annual Electric and Water Reports |
| March 22, 2011       | Common Council - Stoughton Utilities 2010 Audit and Management Letter Presentation and Approval - Accept Stoughton Utilities Tax Stabilization Dividends Recommendation   |
| March 23-25, 2010    | Wisconsin Rural Water Association Annual Conference in Green Bay  |
| April 18, 2011       | Regular Meeting - Annual Meeting at the wastewater treatment facility - Review Drinking Water Consumer Confidence Report (CCR) - Annual Stoughton Utilities Goals Discussion and Approval   |
| May 1-7, 2011        | Drinking Water Week   |
| May 4, 2011          | WPPI Energy Orientation Meeting in Sun Prairie  |
| May 16, 2011         | Regular Meeting - First Regular Meeting after the Common Council Reorganization Meeting - Elect Committee Chair and Vice Chair - Annual Studies Discussion - Tour Stoughton Utilities Building  |
| June 8-10, 2011      | Municipal Electric Utilities of Wisconsin (MEUW) Annual Conference in Stevens Point   |

June 20, 2011 Regular Meeting - Approve and recommend the Wastewater Compliance Maintenance Annual Report (CMAR) and Resolution to the Common Council – Approve and recommend the annual write-offs to the Common Council - Stoughton Utilities RoundUp Donation

June 24, 2011 Municipal Electric Utilities of Wisconsin (MEUW) Sixth Annual Lineman’s Rodeo in Oconomowoc

June 28, 2011 Common Council Meeting - Approve Compliance Maintenance Annual Report (CMAR) and adopt the corresponding resolution - Approve annual write-offs

cc: Sean O Grady  
Stoughton Utilities Operations Superintendent



## Stoughton Utilities Activities Reports

**June 2010**

### **ADMINISTRATION – Utilities Director Robert P. Kardasz, P.E.**

Seasonal activities continued on the electric and water distribution systems, the sanitary sewer collection system, and in the office where your staff continues to work with customers fulfilling their financial obligations. Electric system vegetative management, sanitary sewer main flushing and televising, water main corrective work, and system maintenance continued as scheduled. Construction continued on the East Water Tower and was completed on the East Side Water Main Project.

### **ACCOUNTING – Utilities Accounting and Administrative Manager Kim M. Jennings, CPA**

#### **Accomplishments:**

- Work order processing and closing.
- Review and write off uncollectible accounts.
- Quarterly reporting for WI Clean Transportation Program contract and East Tower contract.
- Finalize change to US Bank – merchant processing.
- Review banking services fees with Wells Fargo staff.
- Attended WI League of Municipalities Finance Conference.
- Investment sales/purchases and income tracking.
- Monthly account reconciliation, reporting and billing statistics for May 2010.

#### **In Progress:**

- Working with WPPI Energy to review electric division revenue requirements and cost of service by customer class.
- Participating in WPPI Energy committee to review CIS software solutions (through August).
- Preparing 2011 Budget.
- Monthly account reconciliation and reporting for June 2010.

**CUSTOMER SERVICES AND INFORMATION TECHNOLOGIES DIVISION – Utilities  
Office and Information Systems Supervisor Brian R. Hoops**

**Activities & Accomplishments:**

- Brian Hoops attended two WPPI Energy information technology advisory group meetings. Agenda topics included the ongoing preferred C.I.S. software vendor selection, outsourcing of billing and mailing functions, and smart metering.
- Brian and Sean Grady attended a smart metering demonstration conducted by Sensus held in Cottage Grove using live smart meters on Sun Prairie's electric grid.
- Our computer workstation upgrades for 2010 are complete with 50% of our workstations now on Windows 7. Another 25% are scheduled in 2011 and the final 25% in 2012 as the workstation hardware is replaced.
- Brian worked with Charter Internet Services on numerous connection issues from June 17<sup>th</sup> through June 28<sup>th</sup> that interrupted our connection to WPPI Energy hosted billing and accounting systems as well as the internet. Charter eventually replaced our service drop as well as some connections further upstream and resolved our problems.
- Brian worked with AT&T throughout the month to correct erroneous long-distance charges on all our accounts. Over \$3,500 in credits were issued to our accounts.
- Staff completed the third round of disconnections for non-payment on June 16 with field staff being dispatched to approximately the same number of residences as in May. We are anticipating increased collection contacts and disconnections in July due to the higher dollar amounts of bills issued in June as well as increased household activities that cause bills to be overlooked and forgotten.
- Enecia Sabroff continues to work with the few customers left with delinquent customer deposits. To date we have requested \$203,900 in deposits, of which we have collected \$37,755 (18.5%), waived \$75,396 (37%) due to low income eligibility, and waived \$86,438 (42.4%) due to customers opting to sign up for a monthly automatic withdrawal of their payments. Just \$4,311 (2.1%) remains outstanding while customers complete their payment agreements.
- No customer inquiries or complaints were filed with the Wisconsin Public Service Commission during the month of June.
- Enecia continued to pursue payments for delinquent accounts. Customers continue to contact us regularly to make arrangements to satisfy their past-due accounts to avoid disconnection.
- Erin Bothum completed the monthly utility billing as well as issued 206 final-billings for customers who have moved from their current account.
- Staff processed 8,676 payments totaling \$1,611,415, including 5,448 checks, 385 credit cards, 554 e-pay payments, 1,815 ACH payments, and \$19,119 in cash.



- Staff processed utility billing and collections, accounts payable, payroll, and daily cash deposits.
- Staff continues to follow the pre-defined 2010 calendar. All summer disconnect activity will follow this schedule barring any heat-related delays.

**LINE DIVISION AND PLANNING DIVISION – Utilities Operations Superintendent Sean O Grady**

**Hybrid Bucket Truck Replacements:** The first unit is scheduled to be received in July and the second unit is scheduled to deliver in December. Staff is currently working on advertisements for the sale of our trade-in units.

**Fleet Replacements:** Two trucks were ordered and will replace units approaching 12 years in our fleet. One is for the Water Division and the other is for the Electric Division.

**Capital Improvement Plans:** Our Capital Improvement Plans have been reviewed and updated in accordance to our current growth rates. Until we see significant load growth, we have been able to delay some of our projects planned over the next couple of years.

**East Side Elevated Tank Project:** The painting has been completed. Concrete work, water main, electrical and rough grading to the site was completed this month. We hope to fill and place the tank in service in July.

**Furseth Road Water Tower:** We remain on schedule to have the Furseth Road Water Tower painted this year.

**East Side Water Main Project:** Smithback Brothers completed the project on time. Concrete and asphalt was installed along with final grading and seeding. A walk thru of the project and punch list items will be shared with the contractor in July.

**Midwest Tree and Excavation:** We continue to plug away on new construction and cable replacement projects. With all the rain in June, we remain on schedule with our projects.

**Sullivan Construction:** Baring no new additional challenges, we should be able to close out the contract in July.

**Stoughton Trailers/Millfab:** Staff continues to work with both companies with alternatives to providing secondary metering at the Stoughton Trailers building located along 8<sup>th</sup> Street. Millfab is interested in renting the building from Stoughton Trailers and the current voltage serving the property is not conducive to Millfab's equipment and requires an electrical upgrade.

**Spring/Summer Reconstruction Projects:** One crew is working on a pole line reconstruction project on Geihler Dr. and another on Country Club Road. Crews wrapped up reconstruction efforts on Duncan and Giles Street. Our third crew is working on system maintenance and underground inspections.

**WASTEWATER DIVISION – Utilities Wastewater System Supervisor Brian G. Erickson**

2010 Sanitary Sewer Improvement Project; Michels Pipe Services installed 4,350 feet of sanitary sewer liners. This contractor had a few issues with illegal sump pump connections to the sanitary sewer system. I worked with home owners in the construction areas to resolve the illegal connections. I will be inspecting homes this year that will be in the path of our 2011 sanitary sewer improvement project.

DNR Plant Inspection: The WDNR completed their yearly plant inspection. I have a new basin engineer that will be working with Stoughton. The inspection went very good, however she had found a few minor issues with our sludge application program. I am working with our contractor to resolve these issues. I also received a draft WPDES discharge permit. The WDNR is anticipating issuing Stoughton's permit before the end of the year. The preliminary review of the permit looks very good. I will share more on the permit requirements next month.

I attended the MEUW conference in Green Bay. Sean Grady, Craig Wood and I received our certification from MEUW Management Program. Part of the conference included a tour of the Point Beach Nuclear Power Plant.

Lift station upgrades: We had two pumps in two different lift stations fail. We had to upgrade one lift station control panel to accommodate the new style pump. In the other lift station, we were able to replace the existing pump with an identical pump. Both pumps outlasted their life expectancy by about 5 years.

Staff continues to stay busy with the sanitary sewer collection system; cleaning, televising and providing maintenance.

The precipitation for the month was 6.73 inches. Year to date precipitation totals 16.7 inches.

The wastewater treatment facility processed an average flow of 1.33 million gallons per day with a monthly total of 40 million gallons.

**WATER DIVISION – Utilities Water System Supervisor Roger M. Thorson**

The installation of new 10" water main along Race Track Road and USH 51 East is complete. This new water main will loop the new water tower in Race Track Park to the water system.

Construction of the new 600,000 gallon water tower in Race track Park continues on schedule with the completion date in July.

Water staff participated in refresher safety training on the following subject: fire extinguisher training.

Staff remained busy the past month working on system maintenance, replacing broken water main valve boxes, and blacktopping road patches.

Total water pumped in the month of May was 37,591,000 gallons.

## **ENERGY SERVICES SECTION OF THE PLANNING DIVISION – Stoughton Utilities/WPPI Energy Services Representative Alicia Vanden Over**

### **Customer Account Activities**

***Stoughton Trailers:*** Walk-through audit at Stoughton Trailers facility was postponed due to unavailability of Focus reps. Trailers submitted an incentive application to Focus on Energy for a weld smoke collection system, which was approved. They also had an audit of their compressed air system done, as well as an air leak survey, for which they will receive incentives from Focus.

***Uniroyal:*** Provided Uniroyal with energy data obtained from placing an energy monitor on their existing main air compressor. They are in the process of evaluating options for a dedicated compressor to run certain equipment in order to conserve energy.

***Stoughton Area School District:*** The school district is currently working with Focus on Energy on determining the feasibility of a solar hot water system from an energy standpoint.

***Other:*** Invited Ortega and Millfab to participate in industrial energy audit grant program through WPPI Energy as these two customers best meet the requirements of the program.

### **Energy Services Administration**

***Large Power Customer Meeting:*** Sent invitations for SU's annual large power customer meeting to be held on July 15. Dan Ebert, Senior VP of External Affairs will be present to speak at the meeting.

***Solar Buy-back Tariff:*** Stoughton was placed on the list to receive additional capacity for the solar buy-back program. Stoughton has one customer on the waiting list, with several other inquiries in the past few months. Information about capacity amount awarded should be available in July.

**Energy Savings Challenge:** Sign up forms were sent out with June bills, and an ad was placed in the newspaper announcing the program. Plan to send out informational letter to participants the week before the challenge starts.

**Dates at Stoughton Utilities in June: 3, 10, 16, 24**

**SAFETY COMPLIANCE SECTION OF THE PLANNING DIVISION – Stoughton Utilities/Municipal Electric Utilities of Wisconsin Southeastern Regional Safety Coordinator Christopher Belz**

**Accomplishments**

*Training*

- Completed Fire Extinguisher Hands on Training

*Audits/Inspections*

- Conducted a walkthrough of the Operations Facilities
- Completed a Forklift compliance inspection

*Compliance/Risk Management*

- Updated training records
- Continued Lock Out/Tag Out Written Program Review
- Continued to add Fire Hazards and Prevention Techniques to the General Safety Rules
- Started reviewed Fall Protection Program
- Enter CE's into database
- Reviewed equipment damage reports
- Placed community dates on Stoughton's Intranet

**Goals & Objectives**

*Training*

- Complete another Confined Space Rescue Practice for the Confined Space Rescue Team

*Audits/Inspections*

- Inspect Crews for proper Work Zone set ups and Personal Protective Equipment
- Perform facility inspections in all Stoughton Utilities facilities

*Compliance/Risk Management*

- Audit Energy Control Procedures in the Control of Hazardous Energy Procedure
- Review and update Stoughton Utilities Written Safety Programs

**Scheduled dates MEUW SCRSC Safety Coordinator, Chris Belz, was at Stoughton Utilities: June 7 and 25**

Please visit us on our website at [www.stoughtonutilities.com](http://www.stoughtonutilities.com) to view current events, follow project schedules, view meeting notices and minutes, review our energy conservation programs, pay your utilities bill via the internet, or to learn more about your Stoughton Utilities Electric, Wastewater and Water services.



**Stoughton Utilities**

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P.O. Box 383  
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**Date:** July 15, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Status Of Stoughton Utilities Committee June 15, 2010 Recommendations  
To The Stoughton Common Council.

**June 22, 2010 Stoughton Common Council Meeting**

- Approved the Stoughton Utilities Committee recommendation to approve the Payments Due List.
- Approved the Stoughton Utilities Committee recommendation to approve the 2009 CMAR and adopt the corresponding resolution.
- Approved the Stoughton Utilities Committee recommendation to approve the Stoughton Utilities Bad Debt Write-Offs through May 31, 2010.

**Pending**

- The City Attorney is addressing the Stoughton Utilities Committee recommendation to deem Citizen Members as officers pursuant to Wis. Stat. 62.09.

cc: Sean O Grady  
Stoughton Utilities Operations Superintendent



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**Date:** July 15, 2010  
**To:** Stoughton Utilities Committee  
**From:** Kim M. Jennings, CPA  
Stoughton Utilities Finance and Administrative Manager  
**Subject:** Stoughton Utilities Bad Debt Account Write-Offs History

At the June 15, 2010 Stoughton Utilities Committee Meeting, Alderperson Steve Tone requested a five-year historical graph depicting the Stoughton Utilities annual bad debt account write-offs for the July 19, 2010 Stoughton Utilities Committee Meeting. The attached graph shows those write-offs from 2005 through 2010.

Encl.

cc: Sean O Grady - Stoughton Utilities Operations Superintendent

Brian R. Hoops - Stoughton Utilities Office and Information Systems Supervisor

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



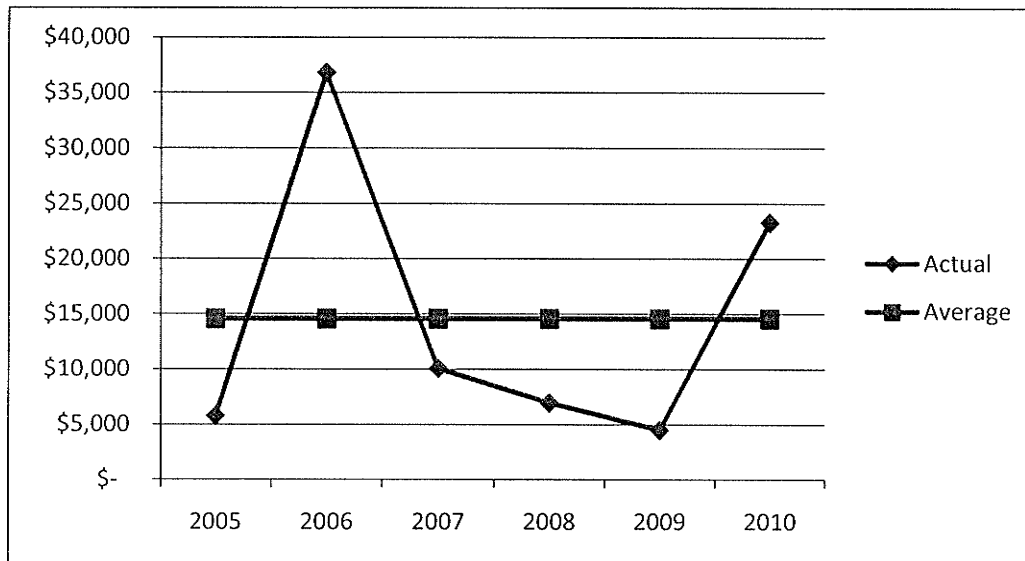
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# Stoughton Utilities

Bad Debt Write-offs  
2005-2010

|      | Actual   | Average   |
|------|----------|-----------|
| 2005 | \$ 5,783 | \$ 14,556 |
| 2006 | 36,786   | 14,556    |
| 2007 | 10,066   | 14,556    |
| 2008 | 6,951    | 14,556    |
| 2009 | 4,484    | 14,556    |
| 2010 | 23,265   | 14,556    |







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**Date:** July 15, 2010

**To:** Stoughton Utilities Committee

**From:** Kim M. Jennings, CPA  
Stoughton Utilities Finance and Administrative Manager

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

**Subject:** Wisconsin Public Service Commission Rate Making Guidance.

At the June 15, 2010 Stoughton Utilities Committee Meeting, a brief discussion ensued regarding electric rates and the Committee's desire for Wisconsin Public Service Commission Guidance. Such guidance is enclosed.

The salient points we offer are summarized as follows:

- Due to the volatility of market electric costs and end-user changes, electric rate reviews are conducted on average every three years. Rates were last adjusted locally on January 2, 2007.
- A cost of service study confirms that large customers including industries, commercial customers and the Stoughton Area School District are subsidizing residential customers.
- A rate adjustment will now permit us to offer large customers off-peak power rates from 7:00 a.m. to 8:00 a.m. during the work week. This will be extremely important to those customers presently paying a premium on-peak power rate as they start up their first shift machinery and equipment.
- A projected overall 2.9% rate adjustment will still maintain Stoughton Utilities' competitive rates.
- Maintaining appropriate rates is essential to retaining financial health which in turn provides strong bond ratings and significant interest savings when borrowing.

cc: Sean O Grady - Stoughton Utilities Operations Superintendent  
Brian R. Hoops - Stoughton Utilities Office and Information Systems Supervisor



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## How Can Members of the Public Get Involved?

The PSC holds public hearings where members of the public can express their ideas and opinions about the issues raised in the case. At the public hearings, members of the public can testify orally or submit written comments. They can also submit written comments by mail, fax, or through the PSC website.

For more information on public hearings, refer to the PSC publication titled, "Guide to Public Hearings."

The Public Service Commission of Wisconsin is an independent state agency that oversees more than 1,100 Wisconsin public utilities that provide natural gas, electricity, heat, steam, water and telecommunication services.



Public Service Commission  
of Wisconsin

P.O. Box 7854

Madison, WI 53707-7854

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Toll free: 888-816-3831

Consumer affairs: 608-266-2001 / 800-225-7729

TTY: 608-267-1479 / 800-251-8345

Fax: 608-266-3957

Website: <http://psc.wi.gov>

## Typical Steps In A Major Rate Case



## Overview of the Rate Case Process

Before a public utility can raise its rates, it must file an application for a rate increase with the Public Service Commission of Wisconsin (PSC). In its application, the utility provides detailed information and proposals about its rate increase request. PSC staff analyzes the utility's information and proposals, and develops additional information and alternative proposals.

The PSC also requests comments and holds hearings to gather information, ideas and opinions about issues raised by the utility's request. The Commissioners review the information and determine if a rate increase is appropriate.

### Typical Steps in a Rate Case

Shown below are the typical steps in the rate case process when a large investor-owned utility requests a rate increase. (The rate case process for small investor-owned utilities and municipal utilities may differ. Contact the PSC for more information.)

- The utility files an application for a rate increase with the PSC, including detailed information and proposals about its request.
- The utility notifies its customers about its rate increase request through a bill insert.
- PSC staff audits the utility's records, examines the utility's information and proposals, and develops additional information and alternative proposals.

- The PSC holds a prehearing conference to identify the issues, identify interested parties, and set a schedule for the case.

- The PSC issues a notice of hearing to inform residents, businesses, and news media in the utility's service area about the rate increase request and the case schedule, including when hearings will be held.

- The PSC requests comments and holds technical and public hearings. PSC staff, utility staff, interested parties and members of the public provide testimony and written comments regarding the issues raised in the case.

- The Commissioners review the information and make their decisions about the case in an open meeting.

## Application Review and Decision Process

### Information Provided by the Utility

The utility provides forecasts of how much money it expects to need to cover its expenses in the next year. This includes a proposed return on its investment in assets used to provide service to its customers (such as power plants, electric lines or gas mains), which the utility uses to pay interest on money it borrows and to compensate investors. The utility also proposes customer rates, set at levels that the utility expects would generate enough revenue to cover its expenses and provide a return.

### PSC Review

PSC staff audits the utility's financial records, examines the utility's forecasts and proposals, and develops additional information. PSC staff also makes proposals about how much revenue the utility needs to operate and how customer rates should be set.

The PSC holds technical hearings attended by Commission staff, utility staff, consumer groups, customers, and other interested parties. They provide testimony to explain their proposals and question witnesses about their recommendations in order to discuss the issues in the case.

The PSC also holds public hearings where members of the public express their ideas and opinions about the rate increase request. At the public hearings, members of the public can testify orally or provide written comments. They can also submit comments by mail, fax, or through the PSC website.

### Decision Process

The utility application, the technical hearing and public hearing testimony and exhibits, and the written comments become part of the case record that the Commissioners use to make decisions about the case.

After the case record is complete and the Commissioners have reviewed it, the Commissioners reach decisions about the case at an open meeting. The Commissioners make decisions on the issues raised by the case, including how much money the utility needs to operate and what rates customers should be charged.

## What happens after the hearing?

After the hearing is completed, the record is closed and no new information is added. The Commissioners can use only the record as a basis for their decision.

A briefing period may follow the hearing. Briefs are written arguments about issues the Commissioners need to decide. They are usually written by lawyers for the utilities and other parties.

The Commissioners review the transcripts, exhibits, and briefs. An open meeting is then scheduled for the Commission to talk about the issues raised in the hearing and to make their decisions. These meetings are held in Madison, are open for the public to observe, and are often broadcast over the Internet, via the PSC's website.

After the Commission reaches a decision, an order is issued. If you filled out an appearance slip when you attended the hearing and checked the box showing that you would like a copy of the order, the PSC will send you a copy free of charge.

### How Do I Get More Information?

If you need more information about public hearings, becoming a party, or have questions about a specific docket, look at the PSC website, contact the docket coordinator, or call the PSC.

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# Guide To Public Hearings



## What is a public hearing all about?

The Public Service Commission of Wisconsin (PSC) encourages participation in regulating the state's utilities. A public hearing is the last step where the public can contribute to the process to determine whether the PSC will take action that could affect utility rates or services or location of new utility facilities that will be constructed.

Hearings offer an opportunity for consumers, property owners, local government officials, industry representatives, and others to bring their thoughts and concerns to the attention of the PSC. Bringing these concerns and views to a public hearing is essential in reaching the most fair and reasonable decision possible. The Commissioners decide to approve, deny, or modify an application.

### How do I get involved?

Attend a hearing to express your views or submit comments via [psc.wi.gov](http://psc.wi.gov). Public hearing participation is the most important part of the process. Commission decisions are based on the hearing record. The record includes testimony from staff, utility, and other experts and all public comments submitted within the period of dates specified in the hearing notice. All documents submitted to the PSC about cases under review are available for viewing on the Electronic Regulatory Filing System (ERF) of the PSC website. If you wish, you may sign up to receive e-mail notifications when documents are filed for a case in which you are interested. Information on how to receive e-mail notices can be found on [http://psc.wi.gov/apps/erf\\_public/info/help.htm](http://psc.wi.gov/apps/erf_public/info/help.htm).

## Is it difficult to testify before the PSC?

It is easy to testify. A lawyer is not necessary and you do not need to stay for the entire hearing. When you arrive at the hearing, simply fill out an appearance slip to state that you would like to testify and wait to be called on by the Administrative Law Judge (ALJ). The ALJ ensures the hearing is conducted in a fair and orderly manner and that everyone has a chance to voice their opinions. If you have any questions while at the hearing, please talk to the ALJ or PSC staff.

When you testify, the ALJ will ask you to give your name and address, and to begin your statement. Please speak clearly and at a steady rate so your statement can be accurately recorded by the court reporter. Sometimes the ALJ will ask a question to help ensure your testimony is clear. If you are with an organized group whose members share the same opinions, it is often best to choose one or two persons to testify on behalf of the entire group. If you are disabled or hearing impaired, special arrangements will be made for you provided the PSC is notified ahead of time.

### What should I say at the hearing?

The PSC is looking for facts, opinions, concerns, and ideas related to the case. Your comments must be about the subject of the hearing, but may be about any aspect of the case. You can bring exhibits to better clarify your viewpoint. The ALJ will determine if they can be entered into the record along with your testimony.

### Can I attend other types of hearings?

The PSC regularly holds technical hearings in Madison where PSC staff, utilities, and other parties provide exhibits and testimony. Each witness has technical or professional background on the issues. Expert witnesses may include engineers, accountants, planners, economists, and environmental specialists. Witnesses are often cross-examined to help clarify testimony.

The technical hearings are open to the public for observation.

### What if I want to do more than provide testimony at the public hearing?

Being a party to a case, or having intervenor status, can be established if a person, group or an organization has substantial interests that may be affected by the Commission's decisions or if their participation will promote the proper disposition of the issues in the case. To intervene, submit a written request to the PSC's ALJ as early as possible during the case review.

A person granted party status is responsible for pre-filing testimony and exhibits according to the schedule set by the ALJ. A party is also required to provide copies of these documents to all persons on the case's service list and to the PSC. Parties will receive copies of testimony and supporting documentation from the other parties. Prefiled testimony is subject to rebuttal by other parties of the case. Parties must appear at the technical hearings and be available for cross-examination. They are also allowed to ask other parties questions and reply to rebuttals. Both public and intervenor testimony becomes part of the record.



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**Date:** July 15, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Committee Governance.

The City Attorney has been reviewing the State Statutes as they relate to establishing Stoughton Utilities Committee Citizen Members as officials of the City of Stoughton and will be addressing governance at your July 19, 2010 meeting. The following information provided for the June 15, 2010 Stoughton Utilities Committee Meeting is provided again for discussion:

- November 16, 2009 Stoughton Utilities Committee meeting packet information.
- November 16, 2009 meeting minutes.
- December 14, 2009 meeting packet information.
- December 14, 2009 meeting minutes.
- January 11, 2010 meeting packet information.
- January 11, 2010 meeting minutes.
- February 15, 2010 meeting packet information.
- February 15, 2010 meeting minutes.

Encl.

cc: Matthew P. Dregne  
City Attorney

Sean O Grady  
Stoughton Utilities Operations Superintendent



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**Date:** November 12, 2009  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Governance.

Aldersperson Carl Chenoweth has requested that this item be placed on the Stoughton Utilities Committee agenda. City Attorney Matthew Dregne has been scheduled to address this matter.

Encl.

cc: Matthew P. Dregne  
City Attorney

Sean O Grady  
Stoughton Utilities Operations Superintendent



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Aldersperson Carl Chenoweth has requested that this item be placed on the Stoughton Utilities Committee agenda. City Attorney Matthew Dregne has been scheduled to address this matter.

MORE INFORMATION IS COMING FROM CITY ATTORNEY DREGNE.

Encl.

cc: Matthew P. Dregne  
City Attorney

Sean O Grady  
Stoughton Utilities Operations Superintendent



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## 66.0729 MUNICIPAL LAW

(6) This section does not preclude a city, village or town from using any other lawful method to compel a railroad corporation to pay its proportionate share of a street, alley or public highway improvement.

History: 1977 c. 72; 1993 a. 246; 1999 a. 150 ss. 210, 555, 556, 558, 560; Stats. 1999 s. 66.0729.

**66.0731 Reassessment of invalid condemnation and public improvement assessments.** (1) If in an action, other than an action under s. 66.0703 (12), involving a special assessment, special assessment certificate, bond or note or tax certificate based on the special assessment, the court determines that the assessment is invalid for any cause, it shall stay all proceedings, frame an issue and summarily try the issue and determine the amount that the plaintiff justly ought to pay or which should be justly assessed against the property in question. That amount shall be ordered to be paid into court for the benefit of the parties entitled to the amount within a fixed time. Upon compliance with the order judgment shall be entered for the plaintiff with costs. If the plaintiff fails to comply with the order the action shall be dismissed with costs.

(2) If the common council, village board or town board determines that any special assessment is invalid for any reason, it may reopen and reconsider the assessment as provided in s. 66.0703 (10).

History: 1983 a. 532; 1987 a. 378; 1999 a. 150 s. 547; Stats. 1999 s. 66.0731.

**66.0733 Repayment of assessments in certain cases.** If a contract for improvements entered into by a governmental unit authorized to levy special assessments is declared void by a court of last resort, the governing body may provide that all persons who have paid all or any part of any assessment levied against the abutting property owners because of the improvement may be reimbursed the amount of the assessment, paid from the fund, that the governing body determines. This section applies to contracts for improvements that are void for any of the following reasons:

(1) There was insufficient authority to make the contract.

(2) The contract was made contrary to a prohibition against contracting in other than a specified way.

(3) The contract was prohibited by statute.

History: 1993 a. 246; 1999 a. 150 s. 501; Stats. 1999 s. 66.0733.

## SUBCHAPTER VIII

## PUBLIC UTILITIES

**66.0801 Definitions; effect on other authority.** (1) In this subchapter:

(a) "Municipal public utility" means a public utility owned or operated by a city, village or town.

(b) "Public utility" has the meaning given in s. 196.01 (5).

(2) Sections 66.0803 to 66.0825 do not deprive the office of the commissioner of railroads, department of transportation or public service commission of any power under ss. 195.05 and 197.01 to 197.10 and ch. 196.

History: 1999 a. 150.

**66.0803 Acquisition of public utility or bus transportation system.** (1) (a) A town, village or city may construct, acquire or lease any plant and equipment located in or outside the municipality, including interest in or lease of land, for furnishing water, light, heat or power, to the municipality or its inhabitants; may acquire a controlling portion of the stock of any corporation owning private waterworks or lighting plant and equipment; and may purchase the equity of redemption in a mortgaged or bonded waterworks or lighting system, including cases where the municipality in the franchise has reserved right to purchase. The character or duration of the franchise, permit or grant under which any public utility is operated does not affect the power to acquire the public utility under this subsection. Two or more public utilities

owned by the same person or corporation, or 2 or more public utilities subject to the same lien or charge, may be acquired as a single enterprise. The board or council may agree with the owner or owners of any public utility or utilities on the value of the utility or utilities and may contract to purchase or acquire at that value, upon those terms and conditions mutually agreed upon between the board or council and the owner or owners.

(b) A resolution, specifying the method of payment and submitting the question to a referendum, shall be adopted by a majority of all the members of the board or council at a regular meeting, after publication at least one week previous in the official paper.

(c) The notice of the referendum shall include a general statement of the plant and equipment proposed to be constructed, acquired or leased and of the manner of payment.

(d) Referenda under this section may not be held oftener than once a year, except that a referendum held for the acquisition, lease or construction of any of the types of property enumerated in par. (a) does not bar the holding of one referendum in the same year for the acquisition and operation of a bus transportation system by the municipality.

(e) The provisions of pars. (b) to (d) do not apply to the acquisition of any plant, equipment or public utility for furnishing water service when the plant, equipment or utility is acquired by the municipality by dedication or without monetary or financial consideration. After a public utility is constructed, acquired or leased under this subsection, pars. (b) to (d) do not apply to any subsequent construction, acquisition or lease in connection with that public utility.

(2) (a) A city, village or town may by action of its governing body and with a referendum vote provide, acquire, own, operate or engage in a municipal bus transportation system where no existing bus, rail or other local transportation system exists in the municipality. A city, village or town in which there exists any local transportation system by similar action and referendum vote may acquire, own, operate or engage in the operation of a municipal bus transportation system upon acquiring the local transportation system by voluntary agreement with the owners of the system, or pursuant to law, or upon securing a certificate from the department of transportation under s. 194.23.

(b) A street/motor bus transportation company operating pursuant to ch. 194 shall, by acceptance of authority under that chapter, be deemed to have consented to a purchase of its property actually used and useful for the convenience of the public by the municipality in which the major part of the property is situated or operated.

(c) A city, village or town providing or acquiring a motor bus transportation system under this section may finance the construction or purchase in any manner authorized for the construction or purchase of a public utility.

History: 1977 c. 29 s. 1654 (9) (f); 1981 c. 347 ss. 13, 80 (2); 1985 a. 187; 1993 a. 16, 246; 1999 a. 150 ss. 172 to 174; Stats. 1999 s. 66.0803.

This section is not a restriction upon the authority granted to the department of natural resources by s. 144.025 (2) (r) [now s. 281.19 (5)] to order the construction of a municipal water system, but constitutes merely an alternative by which a municipality may voluntarily construct or purchase a water utility. *Village of Sussex v. DNR*, 68 Wis. 2d 187, 228 N.W.2d 173 (1975).

Section 66.065 [now s. 66.0803], which requires a municipality to obtain voter approval through a referendum prior to the construction or acquisition of a waterworks, does not apply when a municipality is ordered to construct a public water supply system pursuant to s. 144.025 (2) (r) [now s. 281.19 (5)]. 60 Atty. Gen. 523.

**66.0805 Management of municipal public utility by commission.** (1) Except as provided in sub. (6), the governing body of a city shall, and the governing body of a village or town may, provide for the nonpartisan management of a municipal public utility by creating a commission under this section. The board of commissioners, under the general control and supervision of the governing body, shall be responsible for the entire management of and shall supervise the operation of the utility. The governing body shall exercise general control and supervision of the commission by enacting ordinances governing the commission's operation. The board shall consist of 3, 5 or 7 commissioners.

(2) The commissioners shall be elected by the governing body for a term, beginning on the first day of October, of as many years as there are commissioners, except that the terms of the commissioners first elected shall expire successively one each year on each succeeding first day of October.

(3) The commission shall choose a president and a secretary from its membership. The commission may appoint and establish the compensation of a manager. The commission may command the services of the city, village or town engineer and may employ and fix the compensation of subordinates as necessary. The commission may make rules for its proceedings and for the government of the department. The commission shall keep books of account, in the manner and form prescribed by the department of transportation or public service commission, which shall be open to the public.

(4) (a) The governing body of the city, village or town may provide that departmental expenditures be audited by the commission, and if approved by the president and secretary of the commission, be paid by the city, village or town clerk and treasurer as provided by s. 66.0607; that the utility receipts be paid to a bonded cashier appointed by the commission, to be turned over to the city, village or town treasurer at least once a month; and that the commission have designated general powers in the construction, extension, improvement and operation of the utility. Actual construction work shall be under the immediate supervision of the board of public works or corresponding authority.

(b) If water mains have been installed or extended in a municipality and the cost of installation or extension has been in some instances assessed against the abutting owners and in other instances paid by the municipality or a utility, the governing body of the municipality may provide that all persons who paid the assessment against any lot or parcel of land may be reimbursed the amount of the assessment regardless of when such assessment was made or paid. Reimbursement may be made from such funds or earnings of the municipal utility or from such funds of the municipality as the governing body determines.

(5) Two or more public utilities acquired as a single enterprise may be operated under this section as a single enterprise.

(6) In a 2nd, 3rd or 4th class city, a village or a town, the council or board may provide for the operation of a public utility or utilities by the board of public works or by another officer or officers, in lieu of the commission provided for in this section.

*History:* 1977 c. 29 s. 1654 (9) (g); 1981 c. 347 s. 80 (2); 1983 a. 207 ss. 23, 93 (1); 1983 a. 538; 1993 a. 16, 246; 1999 a. 150 ss. 179, 181, 183, 236; Stats. 1999 s. 66.0805.

When a city council creates a board under sub. (1), the council is prohibited by sub. (3) from fixing the wages of the utility's employees. *Schroeder v. City of Clintonville*, 90 Wis. 2d 437, 280 N.W.2d 166 (1979).

**66.0807 Joint operation of public utility or public transportation system.** (1) In this section, "privately owned public utility" includes a cooperative association organized under ch. 185 or 193 for the purpose of producing or furnishing utility service to its members only.

(2) A city, village or town served by a privately owned public utility, motor bus or other systems of public transportation rendering local service may contract with the owner of the utility or system for the leasing, public operation, joint operation, extension and improvement of the utility or system by the municipality; or, with funds loaned by the municipality, may contract for the stabilization by municipal guaranty of the return upon or for the purchase by installments out of earnings or otherwise of that portion of the public utility or system which is operated within the municipality and any territory immediately adjacent and tributary to the municipality; or may contract for the accomplishment of any object agreed upon between the parties relating to the use, operation, management, value, earnings, purchase, extension, improvement, sale, lease or control of the utility or system property. The provisions of s. 66.0817 relating to preliminary agreement and approval by the department of transportation or public service

commission apply to the contracts authorized by this section. The department of transportation or public service commission shall, when a contract under this section is approved by it and consummated, cooperate with the parties in respect to making valuations, appraisals, estimates and other determinations specified in the contract to be made by it.


*History:* 1977 c. 29 s. 1654 (9) (g); 1981 c. 347 s. 80 (2); 1985 a. 187; 1993 a. 16, 246; 1999 a. 150 ss. 171, 237; Stats. 1999 s. 66.0807; 2005 a. 441.

**66.0809 Municipal public utility charges.** (1) Except as provided in sub. (2), the governing body of a town, village or city operating a public utility may, by ordinance, fix the initial rates and shall provide for this collection monthly, bimonthly or quarterly in advance or otherwise. The rates shall be uniform for like service in all parts of the municipality and shall include the cost of fluorinating the water. The rates may include standby charges to property not connected but for which public utility facilities have been made available. The charges shall be collected by the treasurer or other officer or employee designated by the city, village or town.

(2) If, on June 21, 1996, it is the practice of a governing body of a town, village or city operating a public utility to collect utility service charges using a billing period other than one permitted under sub. (1), the governing body may continue to collect utility service charges using that billing period.

(3) Except as provided in subs. (4) and (5), on October 15 in each year notice shall be given to the owner or occupant of all lots or parcels of real estate to which utility service has been furnished prior to October 1 by a public utility operated by a town, city or village and payment for which is owing and in arrears at the time of giving the notice. The department in charge of the utility shall furnish the treasurer with a list of the lots or parcels of real estate for which utility service charges are in arrears, and the notice shall be given by the treasurer, unless the governing body of the city, village or town authorizes notice to be given directly by the department. The notice shall be in writing and shall state the amount of arrears, including any penalty assessed pursuant to the rules of the utility; that unless the amount is paid by November 1 a penalty of 10 percent of the amount of arrears will be added; and that unless the arrears, with any added penalty, are paid by November 15, the arrears and penalty will be levied as a tax against the lot or parcel of real estate to which utility service was furnished and for which payment is delinquent. The notice may be served by delivery to either the owner or occupant personally, or by letter addressed to the owner or occupant at the post-office address of the lot or parcel of real estate. On November 16 the officer or department issuing the notice shall certify and file with the clerk a list of all lots or parcels of real estate, giving the legal description, for which notice of arrears was given and for which arrears remain unpaid, stating the amount of arrears and penalty. Each delinquent amount, including the penalty, becomes a lien upon the lot or parcel of real estate to which the utility service was furnished and payment for which is delinquent, and the clerk shall insert the delinquent amount and penalty as a tax against the lot or parcel of real estate. All proceedings in relation to the collection of general property taxes and to the return and sale of property for delinquent taxes apply to the tax if it is not paid within the time required by law for payment of taxes upon real estate. Under this subsection, if an arrearage is for utility service furnished and metered by the utility directly to a manufactured home or mobile home unit in a licensed manufactured and mobile home community, the notice shall be given to the owner of the manufactured home or mobile home unit and the delinquent amount becomes a lien on the manufactured home or mobile home unit rather than a lien on the parcel of real estate on which the manufactured home or mobile home unit is located. A lien on a manufactured home or mobile home unit may be enforced using the procedures under s. 779.48 (2). This subsection does not apply to arrearages collected using the procedure under s. 66.0627. In this subsection,

To Mayor Jim Griffin  
Common Council  
Robert Kardasz, Utilities Director  
Laurie Sullivan, Finance Director/Treasurer

From Matt Dregne, City Attorney 

Date November 13, 2009

Re Options for Management of Stoughton Utilities

As requested by the City, I write to discuss several issues relating to the legal framework for management and control of the City's electric, water and wastewater utilities. Wisconsin law provides a number of options the City may choose among to manage its utilities. This memorandum discusses those options, and describes the division of management authority that exists between the common council and a utility commission or other utility managing entity. In my review, I have determined that there was a technical defect relating to the creation of the utilities committee to manage the utilities. I recommend that the City carefully consider, adopt and implement the lawful management structure it deems most appropriate.

1. MANAGEMENT OF THE CITY'S UTILITIES UNDER WISCONSIN LAW.
  - A. *The City's Utilities May Be Managed by a Nonpartisan Commission, or By the Board of Public Works, or by Another Officer or Officers, Including the City Council.*

The Wisconsin legislature has established the City's options for managing the City's utilities. The applicable statutes provide as follows:

Except as provided in sub. (6), the governing body of a city shall ... provide for the nonpartisan management of a public utility by creating a commission under this section. The board of commissioners, under the general control and supervision of the governing body, shall be responsible for the entire management of and shall supervise the operation of the utility. The governing

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body shall exercise general control and supervision of the commission by enacting ordinances governing the commission's operation. Wis. Stat. § 66.0805(1).

\* \* \*

In a 2nd, 3rd or 4th class city ... the council ... may provide for the operation of a public utility or utilities by the board of public works or by another officer or officers, in lieu of the commission provided for in this section. Wis. Stat. § 66.0805(6).

A city with a population between 10,000 and 39,000, such as Stoughton, is a city of the 3rd class. The common council therefore may provide for management of the City's utilities by a nonpartisan commission, or may provide for the operation of the City's utilities by the board of public works, or by one or more officers of the City. The common council could also provide that it would manage one or more of the City's utilities, either by constituting itself as the board of public works, or by designating the members of the common council as the officers responsible for operating the utilities. See: Wis. Stat. § 62.14(1) (relating to board of public works); Wis. Stat. § 62.09(1) (enumerating city officers); and *Rice Lake v. United States F. & G. Co.*, 216 Wis. 1 (1934) (common council as board of public works).

B. *A Commission Has Substantial Authority and Autonomy to Manage the Utilities, But Is Ultimately Subordinate to the Common Council. A Board of Public Works, or Another Officer or Officers Authorized to Operate the Utilities, Would Likely Have the Same Authority and Autonomy That a Commission Would Have.*

Under the statutes, a commission "shall be responsible for the entire management of and shall supervise the operation of the utility." Under the same statute, the common council may exercise "general control and supervision" of the commission. The common council is required to exercise its general control and supervision of the commission "by enacting ordinances governing the commission's operation." Wis. Stat. § 66.0805(1).

In addition to this general division of authority, the statutes expressly empower the commission to appoint and establish the compensation of a manager, and to "employ and fix the compensation of subordinates as necessary." The Wisconsin Supreme Court has recognized that a commission has the authority to establish wages for utility employees. *Schroeder v. City of Clintonville*, 90 Wis. 2d 457 (1979).

The *Clintonville* case is currently the only case that provides guidance regarding the division of authority between a commission and a common council, and that case is limited to the question of establishing wages. To the extent a common council intervenes in particular decisions relating to the management and operation of a commission-managed utility, the council risks exceeding its authority. On the other hand, the scope of

a commission's authority to act that is based only on the general grant of authority to manage the utility is not well-defined, and is limited by the common council's general supervisory authority, which is also not well-defined.

There are numerous decisions that must be made, and that relate to the operation of a utility, where the division of authority between a commission and the common council is not clearly specified by Wis. Stat. § 66.0805. Several examples include the decisions to buy or sell property, to approve a contract to borrow money, or to engage in litigation. The City has not asked me to provide an opinion on the division of authority on these or other questions a municipal utility might face. The basic point, however, is that it will frequently not be clear whether it is the commission or the common council that has the authority.

An evaluation of the scope of a commission's authority must consider that the common council has the authority to abolish the commission. Thus, as a practical matter, the division of authority between a commission and the common council will not ultimately be determined as a legal question. Instead, it will ultimately be determined politically, based on the relations between and decisions made by the members of the common council and the utility commission.

The last question is, what is the division of authority when a common council provides for the operation of a utility by a board of public works or another officer or officers "in lieu of the commission." Does this officer or body provided "in lieu of" a commission have the same authority that a commission would have? If not, what authority does it have? If it has no authority, and acts only in an advisory capacity, it is unclear how it would "operate" the utilities. In my view, the more reasonable reading of the statute is that the board of public works, or an officer or officers designated by the common council to operate the utilities, would have the same authority a commission would have.

2. CURRENT CITY ORDINANCES PROVIDE FOR OPERATION OF THE CITY'S UTILITIES BY A COMMITTEE THAT DOES NOT MEET THE TECHNICAL REQUIREMENTS UNDER WIS. STAT. § 66.0805.

Section 74-3(a) of the Code provides for operation of the City's utilities by a committee called the "utilities committee," as follows:

The electric utility, the wastewater utility, and the water utility shall be separate utilities, all of which shall be under the supervision and operated by the utilities committee which shall have all of the powers of the utility commission provided for by § 66.0805(6), Wis. Stats. Section 74-3(a).

This section expressly provides for the operation of the City's utilities by the utilities committee, and grants the utilities committee all the powers of a utility commission.

Section 2-526 of the Code describes the utilities committee as follows:

The utilities committee shall consist of the mayor, three at large members of the common council appointed annually by the mayor and confirmed by the council and three city residents appointed by the mayor and confirmed by the council for three-year staggered terms ....

The utilities committee provided for by current City ordinance does not meet the requirements of Wis. Stat. § 66.0805. It is not a commission under the statute, because the composition of the utilities committee is different from the required composition of a utility commission under the statute.<sup>1</sup>

The only other options for management of the utilities are the board of public works, or "another officer or officers." The utilities committee does not appear to qualify as a board of public works. Under state law, a board of public works shall consist of the city attorney, city comptroller and city engineer. Wis. Stat. § 62.14(1). However, the council may establish a different composition for the board of public works (including a composition like the current utilities committee), by a two-thirds vote. Also by a two-thirds vote, the council may dispense with a board of public works, in which case the duties and powers shall be exercised "by the council or a committee thereof, or by such officer, officers or boards as the council designates." *Id.*

The utilities committee also does not appear to qualify as "another officer or officers." The utilities committee includes three city residents who are not currently designated as city officers. This technical defect could be cured by adopting an ordinance providing that the resident members of the utilities committee are city officers. Such an ordinance may be adopted under Wis. Stat. § 62.09(1).

### 3. RECOMMENDATIONS.

The common council should carefully consider what management structure would best serve the City's interests, and amend the City's ordinances to provide for that management structure.

It is not the purpose of this memorandum to set forth the advantages and disadvantages of one management structure over another. As this process moves forward, all concerned parties need to recognize the unique and complicating aspects of owning and operating

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<sup>1</sup> "The commission shall be elected by the [common council] for a term, beginning on the first day of October, of as many years as there are commissioners ...." Wis. Stat. § 66.0805(2).

municipal utilities. A municipal utility is part of the City, is owned by the City, and is ultimately subject to the decisions of the common council. Unlike other City departments, however, a municipal utility is a regulated business enterprise whose financial, accounting and other practices need to meet its regulatory and business and service requirements. That is one reason the state authorizes nonpartisan management by a somewhat independent commission.

I look forward to discussing these issues further with you.

# REGULAR STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, November 16, 2009 – 5:00 p.m.

Stoughton, WI

Page No. 3

Aldersperson Carl Chenoweth, seconded by Aldersperson Paul Lawrence, to approve the consent agenda item D. Carried Unanimously.

**Proposed Modification To Section 74-88 Of The City Of Stoughton Municipal Code Of Ordinances:** Stoughton Utilities Director Robert Kardasz presented and discussed the modification. Discussion followed. Motion by Aldersperson Carl Chenoweth, seconded by Aldersperson Paul Lawrence, to approve modification to Section 74-88 of the City of Stoughton Municipal Code of Ordinances and recommend the adoption of the resolution to the Stoughton Common Council. Carried unanimously.

▷ **Stoughton Utilities Governance:** Stoughton Utilities Director Robert Kardasz and City Attorney Matthew Dregne presented and discussed the Stoughton Utilities Governance options. Discussion followed. Motion by Aldersperson Carl Chenoweth, seconded by Aldersperson Paul Lawrence to request City Attorney Matthew Dregne to prepare a draft ordinance to recommend to the Stoughton Common Council that Stoughton Utilities Committee be renamed to the Stoughton Utilities Commission, that the citizen members be appointed officers of the City of Stoughton, and that the draft ordinance be considered at the December 14, 2009 Stoughton Utilities Committee Meeting. Carried Unanimously.

**Stoughton Utilities Land Acquisition From The Stoughton Area School District (SASD):** Motion by Aldersperson Paul Lawrence, seconded by Aldersperson Steve Tone to remove this item from table. Carried unanimously. Stoughton Utilities Director Robert Kardasz presented and discussed the land acquisition from the SASD. Discussion followed. Motion by Aldersperson Paul Lawrence, seconded by Aldersperson Carl Chenoweth to not purchase the land from the Stoughton Area School District and recommend it to the Stoughton Common Council on November 24, 2009. Carried unanimously.

**Proposed Annexation Of The Recently Acquired Property Along The McComb Road-STH 138 Corridor:** Stoughton Utilities Director Robert Kardasz presented and discussed the recommendation to annex the recently acquired property along the McComb Road-STH 138 Corridor. Discussion followed. Motion by Aldersperson Paul Lawrence, seconded by Citizen Member Dave Erdman, to approve the annexation of the recently acquired property along the McComb Road-STH 138 corridor, including the waiving of annexation and legal fees, and recommend the annexation to the Stoughton





**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Needs Since 1886*

**Date:** December 10, 2009  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Governance.

At the November 16, 2009 Stoughton Utilities Committee Meeting, City Attorney Matthew Dregne was requested to prepare a draft ordinance to be recommended to the Stoughton Common Council, consisting of the following:

- The Stoughton Utilities Committee be renamed the Stoughton Utilities Commission.
- The Citizen Members be appointed Officers of the City of Stoughton.

Encl.

cc: Matthew P. Dregne  
City Attorney


Sean O Grady  
Stoughton Utilities Operations Superintendent



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Confidential Memorandum  
Privileged Lawyer-Client Communication

To Mayor Jim Griffin  
Common Council  
Robert Kardasz, Utilities Director  
Laurie Sullivan, Finance Director/Treasurer

From Matt Dregne, City Attorney 

Date December 10, 2009

Re Utilities Committee Ordinance Amendment

The Utilities Committee requested that I prepare a draft ordinance renaming the Utilities Committee the "Stoughton Utilities Commission," and providing that the citizen members be designated City officers. The legal effect of the ordinance would be to provide for management of the City's utilities by designated City officers pursuant to Wis. Stat. § 66.0807(6), in lieu of a "commission" constituted pursuant to Wis. Stat. § 66.0805(1). My draft ordinance is enclosed with this memorandum.

In my memorandum dated November 13, 2009, I provided a general discussion of the applicable law and the City's options. I have prepared this supplemental memorandum to provide a short list of key points to consider in connection with establishing a management structure for the utilities, as follows:

- I. The council can provide for management of the utilities by:
  - A. A commission appointed under (and comprised of members in accordance with) Wis. Stat. § 66.0805(1);
  - B. A board of public works (including the common council acting as the board of public works), pursuant to Wis. Stat. § 66.0805(6);
  - C. An officer or a group of officers (including the common council), appointed pursuant to Wis. Stat. § 66.0805(6).

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As we discussed at the November 16, 2009 meeting, the name given to a management entity is less significant than its composition. For example, a group of officers appointed under Wis. Stat. § 66.0805(6) could be called a “committee” or a “commission.”

2. Whatever management entity the Common Council chooses to manage and operate the utility (other than itself) will likely have the same authority that a commission appointed under sec. 66.0805(1) would have. Therefore, whatever management entity the Common Council chooses will be responsible for the “entire management of and shall supervise the operation of” the utilities.
3. The Common Council may exercise “general control and supervision of” the management entity, but may do so only by adopting ordinances. It is unclear how much control the common council may exert over the management entity. For example, it is not clear whether the Common Council may, by ordinance, require that specified decisions (such as who to appoint as utility manager, the wages to be paid to employees, or the purchase of property) be approved by the council. That type of control would seem to be inconsistent with the requirement that control be exercised by adopting ordinances. Furthermore, once the management entity makes a decision that is within its power, the common council likely could not reverse that decision, by a subsequently adopted ordinance or otherwise.
4. Providing for management of the utilities by a commission or other management entity (other than the Common Council) allows for management of the utilities by a body that would have more or less independence from the Common Council. The particular composition of the management entity clearly impacts its relative independence. For example, a greater number of Common Council members on the management entity will mean relatively less autonomy from the Common Council, in the sense that some Common Council members will have a vote on the management entity.
5. Given the above considerations, the Common Council has three basic options to choose among, as follows:
  - A. Provide for management of the utilities by the Common Council (“council management”). The council could also create a standing committee to serve in an advisory capacity to the common council on utility issues. This model appears to be closest to what the City’s actual practice has been, because the current Utilities Committee has essentially acted as advisory to the Common Council. If the Common Council decides that this is the appropriate structure, it would be necessary to amend the current ordinances.

- B. Provide for management of the utilities by a strong and independent management entity (“strong commission management”). A strong commission would have relatively fewer council members (and may not include the mayor), serving for relatively long terms. A composition of this type would be the same as or close to that provided for by Wis. Stat. § 66.0805(1) and (2). Finally, to achieve a strong commission, the common council would exercise relatively little general control and supervision (by ordinance) over the commission’s work.
  
- C. Provide for management of the utilities by a less strong and less independent management entity (“weak commission management”). A weak commission would have relatively more council members, may include the mayor, and would be subject to a higher degree of general control and supervision by the Common Council. For example, the Common Council could attempt to limit the commission’s authority in certain areas, or require common council approval of certain decisions. It should again be noted that the Common Council’s ability to limit a commission’s power is not clear under Wisconsin law.

The enclosed ordinance provides for management of the utilities by designated City officers, including substantial representation by common council members and the mayor. The three citizen members would be recognized as City officers. It would be called a “commission.” I have not substantively changed Sec. 74-4, which states that the utilities director is appointed by the utilities commission “subject to confirmation by the common council.” Please note that it is not clear that the Common Council may retain the authority to confirm the commission’s appointment. Aside from this attempt at control over the appointment of a utilities director, the ordinance does not impose any general control or supervision over the commission.

I have not performed a detailed review of the Code to locate possible additional references to “utilities committee” that would need to be changed to “utilities commission.” If the Common Council adopts an ordinance in this area, it may be necessary to prepare a follow-up ordinance cleaning-up those types of references. I would like to discuss the easiest way to locate such references with the City Clerk (such as a word search if the Code is available in electronic form).

Furthermore, the Council needs to decide how the ordinance should address the transition from the existing committee to the commission. For example, if the Council adopts the enclosed ordinance, should it also provide that the members of the current utilities committee would be appointed to the commission, and serve out their existing terms?

Finally, if the Common Council decides to provide for management of the utilities by any entity other than itself, then consideration should be given to avoiding a collective bargaining problem. At present, the City is negotiating with a single bargaining unit that includes utility and non-utility employees. Given that a commission would have the authority to establish wages for utility employees, it is not at all clear who would engage in collective bargaining on the City's behalf, or how a disagreement between the Common Council and the Utility Commission would be resolved. It may be that the members of the bargaining unit could be separated into two units, with the Commission responsible for bargaining with the utility employees. Alternatively, the Common Council could by ordinance provide that it would be responsible for setting wages and collective bargaining. This alternative, however, runs the risk that the Utility Commission's authority to set wages is not subject to such control by the Common Council.

I would be happy to provide further assistance regarding this matter.

**CITY OF STOUGHTON  
ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE AMENDING SECTIONS 2-526, 2-527, 2-528, 2-529, 2-530, 74-3  
AND 74-4 OF THE MUNICIPAL CODE  
OF THE CITY OF STOUGHTON, DANE COUNTY, WISCONSIN  
RELATED TO MANAGEMENT OF THE ELECTIC, WATER  
AND WASTEWATER UTILITIES

*The City Council of the City of Stoughton, Dane County, Wisconsin, do ordain that  
the Municipal Code of the City of Stoughton, Wisconsin is amended as follows:*

*The title of Chapter 2, Division 11 is amended to read:*

**DIVISION 11. UTILITIES COMMITTEE COMMISSION**

*Sections 2-526 through 2-530 are amended as follows:*

**Sec. 2-526. Composition.**

The ~~utilities committee~~commission is created pursuant to Wis. Stat. § 66.0805(6), and shall consist of the mayor, three at large members of the common council appointed annually by the mayor and confirmed by the council and three city residents appointed by the mayor and confirmed by the council for three-year staggered terms, one for one year, one for two years, one for three years, and thereafter for three y-year terms. The ~~committee~~commission will elect an alderperson to be the liaison and an alternate liaison with the city council annually at its first regularly scheduled meeting after the council reorganization meeting. Citizen members shall serve with such compensation as determined by the city council by resolution from time to time. Citizen members shall be deemed to be city officers, pursuant to Wis. Stat. § 62.09(1)(a).

**Sec. 2-527. Organization.**

The ~~utilities committee~~commission shall annually at its first regularly scheduled meeting after the council reorganization choose a chair and vice chair from its members. The ~~committee~~commission shall meet regularly once a month and at such times within the month as the ~~committee~~commission shall determine.

Sec. 2-528. **Rules.**

The city council may make the rules for the government and conduct of business by the utilities ~~committee~~ commission.

Sec. 2-529. **Record; Report.**

The utilities ~~committee~~ commission shall keep a public record of its proceedings. The utilities ~~committee~~ commission shall report to the city council each month.

Sec. 2-530. **Responsibilities, powers and duties.**

The utilities ~~committee~~ commission, under the direction of the council, shall have oversight of all public electric, water and wastewater utilities and be vested with all powers and charged with all duties prescribed by statute and the city council.

*Sections 74-3 and 74-4 are amended as follows:*

Sec. 74-2. **Management of utilities.**

(a) The electric utility, the wastewater utility, and the water utility shall be separate utilities, all of which shall be under the supervision and operated by the utilities ~~committee~~ committee which shall have all of the powers of officers appointed to operate public utilities pursuant to the utility commission provided for by § 66.0805(6), Wis. Stats.

(b) The utilities ~~committee~~ commission shall choose from among their number a chair and vice-chair. They may command the services of the utilities director and fix the compensation of such subordinates as shall be necessary. They may make rules for their own proceedings and for the government of their department. They shall keep books of account, in the manner and form prescribed by the public service commission, which shall be open to the public.

Sec. 74-4. **Utilities director.**

The utilities director shall have charge of the electric utility, wastewater utility and the water utility. The utilities director shall be appointed by the utilities ~~committee~~ commission subject to confirmation by the common council.

*The foregoing ordinance was duly adopted by the City Council of the City of Stoughton at a meeting held on \_\_\_\_\_, \_\_\_\_\_.*

CITY OF STOUGHTON

\_\_\_\_\_  
Jim Griffin, Mayor

\_\_\_\_\_  
Luann Alme, City Clerk

(seal)

ENACTED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_



# STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, December 14, 2009 – 5:00 p.m.

Page No. 3

Stoughton, WI

Resolution No. R-09 to the Stoughton Common Council on December 22, 2009. Carried unanimously.



**Stoughton Utilities Governance:** Stoughton Utilities Director Robert Kardasz presented and discussed a December 10, 2009 memorandum from City Attorney Matthew Dregne. Discussion followed. Motion by Alderperson Steve Tone, seconded by Citizen Member David Erdman to table until the January 2010 Stoughton Utilities Committee Meeting. Carried unanimously.

**Proposed Compensation Adjustment For The Stoughton Utilities Office And Information Systems Supervisor:** Stoughton Utilities Director Robert Kardasz presented and discussed the proposed compensation adjustment for the Stoughton Utilities Office and Information Systems Supervisor. Discussion followed. Motion by Citizen Member Jonathan Hajny, seconded by Citizen Member David Erdman, to approve the proposed five-step compensation of \$28.34 per hour to \$31.28 per hour, effective on the next pay period, and recommend its approval to the Stoughton Personnel Committee. Carried 4 to 0 with Alderperson Steve Tone abstaining.

**Stoughton Utilities Committee Future Meeting Agenda Item(s):** Ad Hoc Committee on Stoughton Utilities Governance.

**Adjournment:** Motion by Alderperson Paul Lawrence, seconded by Citizen Member Jonathan Hajny, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:40 p.m. Carried unanimously.

Respectfully submitted,  
Erin N. Bothum  
Stoughton Utilities Billing and Consumer Services Technician



**Stoughton Utilities**

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

*Serving Electric, Water & Wastewater Needs Since 1886*

**Date:** January 7, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Committee Ad Hoc Governance Committee.

At the November 16, 2009 Stoughton Utilities Committee Meeting, City Attorney Matthew Dregne was requested to prepare a draft ordinance to be recommended to the Stoughton Common Council, consisting of the following:

- The Stoughton Utilities Committee be renamed the Stoughton Utilities Commission.
- The Citizen Members be appointed Officers of the City of Stoughton.

At the December 14, 2009 Stoughton Utilities Committee Meeting, the creation of an Ad Hoc Governance Committee was placed on the agenda of the January 19, 2010 Stoughton Utilities Committee Meeting. Mayor Griffin has received commitments from Citizen Member Jonathan Hajny, Alderperson Paul Lawrence, and me to join him on the Ad Hoc Committee.

cc: Matthew P. Dregne  
City Attorney

Sean O Grady  
Stoughton Utilities Operations Superintendent



Office 608-873-3379  
Fax 608-873-4878  
[stoughtonutilities.com](http://stoughtonutilities.com)

# STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, January 11, 2010 – 5:00 p.m.

Page No. 3

Stoughton, WI

and the City of Stoughton to award financial assistance from the Safe Drinking Water Fund Program.

- The acceptance of the Engagement Letter with Quarles and Brady, LLP for the proposed issuance of \$613,751 City of Stoughton Waterworks System Revenue Bonds, Series 2010.

to the Stoughton Finance Committee and the Stoughton Common Council on January 12, 2010. Carried Unanimously.



**Stoughton Utilities Ad Hoc Governance Committee:** Stoughton Utilities Director Robert Kardasz presented and discussed an Ad Hoc Committee proposed by Mayor Jim Griffin to address Stoughton Utilities Governance. Members include Mayor Jim Griffin, Alderperson Paul Lawrence, Citizen Member Jonathan Hajny and Utilities Director Robert Kardasz. Discussion Followed. Motion by Alderperson Paul Lawrence, seconded by Citizen Member David Erdman, to approve the Stoughton Utilities Ad Hoc Governance Committee and recommend its approval to the Stoughton Common Council on January 26, 2010. Carried unanimously.

## **Stoughton Utilities Declarations Of Official Intent Nos. 2010-1 Through 2010-4:**

Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Declarations of Official Intent Nos. 2010-1 through 2010-4:

- |                        |  |
|------------------------|--|
| Declaration No. 2010-1 | Stoughton Utilities Electric Transruptor Project for \$502,000.                        |
| Declaration No. 2010-2 | Stoughton Utilities Wastewater and Wastewater SCADA Enhancements Project for \$92,500. |
| Declaration No. 2009-3 | Stoughton Utilities 2010 Sanitary Sewer Slip Lining Project for \$135,000.             |
| Declaration No. 2010-4 | Stoughton Utilities Electric Vegetative Management Project for \$41,000.               |



**Stoughton Utilities**

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**Date:** February 11, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Committee Ad Hoc Governance Committee.

At the November 16, 2009 Stoughton Utilities Committee Meeting, City Attorney Matthew Dregne was requested to prepare a draft ordinance to be recommended to the Stoughton Common Council, consisting of the following:

- The Stoughton Utilities Committee be renamed the Stoughton Utilities Commission.
- The Citizen Members be appointed Officers of the City of Stoughton.

At the December 14, 2009 Stoughton Utilities Committee Meeting, the creation of an Ad Hoc Governance Committee was placed on the agenda of the January 19, 2010 Stoughton Utilities Committee Meeting. The Stoughton Common Council subsequently approved the Stoughton Utilities Committee Ad Hoc Governance Committee on January 26, 2010.

Mayor Griffin has received commitments from Citizen Member Jonathan Hajny, Alderperson Paul Lawrence, and me to join him on the Ad Hoc Committee.

cc: Matthew P. Dregne  
City Attorney

Sean O Grady  
Stoughton Utilities Operations Superintendent



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# DRAFT STOUGHTON UTILITIES COMMITTEE MEETING MINUTES

Monday, February 15, 2010 – 5:00 p.m.

Page No. 3

Stoughton, WI

## **Request To Participate In The WPPI Energy/Stoughton Utilities Shared Savings Program From The St. Vincent DePaul Store Located At 111 W. Jefferson Street:**

Stoughton Utilities Director Robert Kardasz presented and discussed the request to participate in the WPPI Energy/Stoughton Utilities Shared Savings Program from the St. Vincent DePaul Store. Discussion followed. Motion by Citizen Member Jonathan Hajny, seconded by Alderperson Carl Chenoweth, to approve the \$8,189 advance payment from Stoughton Utilities for the St. Vincent DePaul Store energy efficiency project from the WPPI Energy/Stoughton Utilities Shared Savings Program. Carried unanimously.

## **2009 Renewable Energy, Alternative Energy And Energy Conservation Efforts At Stoughton Utilities (SU) And WPPI Energy (WPPI) Report:**

Stoughton Utilities Director Robert Kardasz presented and discussed the 2009 renewable energy, alternative energy and energy and energy conservation efforts at SU and WPPI. Discussion followed.



**Stoughton Utilities Ad Hoc Governance Committee:** Stoughton Utilities Director Robert Kardasz presented and discussed an Ad Hoc Committee proposed by Mayor Jim Griffin to address Stoughton Utilities Governance. Members include Mayor Jim Griffin, Alderperson Paul Lawrence, Citizen Member Jonathan Hajny and Utilities Director Robert Kardasz. Discussion Followed.

**Stoughton Utilities Significant Accomplishments In 2009:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities significant accomplishments in 2009. Discussion followed.

## **Stoughton Utilities Committee Future Meeting Agenda Item(s):**

- Stoughton Utilities customer collections status report.
- Proposed compensation market adjustment for the Stoughton Utilities Office and Information Systems Supervisor.
- Stoughton Utilities Ad Hoc Governance Committee meeting minutes.



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**Date:** July 15, 2010

**To:** Stoughton Utilities Committee

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

**Subject:** WI Energy And Stoughton Utilities GreenMax Home Tour.

Efforts are underway to schedule a tour of the GreenMax Home on Lake Kegonsa Road. To date, Mayor Donna Olson, Alderperson Paul Lawrence, and Stoughton Utilities employees have participated in the tour of this nationally recognized home.

Please let me know at the July 19, 2010 Stoughton Utilities Committee Meeting if there is interest in participating in a tour. The tour will be scheduled on a weekday afternoon to accommodate your participation. An invitation will also be extended to the Stoughton Common Council.

cc: Sean O Grady  
Stoughton Utilities Operations Superintendent



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**Date:** July 15, 2010  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Committee Future Agenda Item(s).

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

cc: Sean O Grady  
Stoughton Utilities Operations Superintendent



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