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

RESOLUTION FROM THE UTILTIES COMMITTEE TO THE STOUGHTON COMMON COUNCIL			
Authorizing and directing the proper City official(s) to approve the write-off of Stoughton Utilities delinquent account balances and invoices deemed uncollectible as of December 31, 2017.			
Committee Action:	Utilities Committee recommended Common Council approval 7-0		
Fiscal Impact:	$9,930.10		
File Number:	R-49-2018	**Date Introduced:**	March 13, 2018

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

WHEREAS, Stoughton Utilities staff attempted all possible collection efforts, or received notification of discharge of debt from bankruptcy, for customer's account balances and invoices totaling $9,930.10, and

WHEREAS, Stoughton Utilities is required to cease collection efforts due to the legal and final discharge of debt, and

WHEREAS, your Stoughton Utilities Committee met on February 19, 2018 to consider this request, approved the request, and recommends approval and the adoption of the corresponding resolution, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed to write off uncollectible customer account balances and invoices totaling $9,930.10 and record the amount as a 2018 operating expense.

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

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

_____ _____

Mayor Donna Olson Date

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

Stoughton Utilities

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

Serving Electric, Water & Wastewater Since 1886

Date: February 13, 2018

To: Stoughton Utilities Committee

From: Jamin T. Friedl, CPA
Stoughton Utilities Finance Manager

Brian R. Hoops
Stoughton Utilities Assistant Director

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

Subject: Bad debt account write-offs through December 31, 2017

Staff is requesting that the following Stoughton Utilities customer account balances and invoices totaling $9,930.10 be written off as uncollectible as of December 31, 2017.

The delinquent balances on the enclosed list remain after collection efforts of at least six months in duration have proven to be unsuccessful. These delinquencies have been determined to be uncollectible, and should be written off as such.

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

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

We are requesting that the Stoughton Utilities Committee approve the Bad Debt Account Write-offs through December 31, 2017, and recommend the Stoughton Common Council approve the write-offs and adopt the accompanying resolution.

Information regarding Stoughton Utilities' Renewable Energy Program: Stoughton Utilities staff discussed the Renewable Energy Program and distributed generation, including customer participation rate, national recognition, and environmental impacts. Discussion followed.

Bad debt account write-offs through December 31, 2017: Stoughton Utilities staff presented the annual list of bad debt account write-offs for calendar year 2017. The delinquent balances presented remain after collection efforts of at least six months in duration have proven to be unsuccessful. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the Bad Debt Account Write-offs through December 31, 2017, and recommend the Stoughton Common Council approve the write-offs and adopt the accompanying resolution. The motion carried 7 to 0.

Customer collections status report: Stoughton Utilities staff presented and discussed a status report on delinquent customer collections, including past history and current collection strategies. Stoughton Utilities' efforts in working with our customers to meet their financial obligations continue to be successful. Discussion followed.

Regulatory review of Water Utility rates: Stoughton Utilities Staff has conducted a thorough review of our current water rates and has determined that the water utility income has fallen below adequate levels to continue routine replacement of aging water mains and lead services. Staff presented current financial information and a residential bill comparison. Discussion followed.

Ordinance to amend Chapter 74 of the City of Stoughton Code of Ordinances, relating to utilities and sewer use: Stoughton Utilities Staff presented revisions to Chapter 74 of the City of Stoughton Code of Ordinances. Changes to the ordinance largely focus on allowed discharges, fats, oils, and greases (FOG) prevention including our grease trap inspection program, as well as other updates required to conform to our Capacity, Management, Operation, and Maintenance (CMOM) program, and the requirements set forth by the Wisconsin Department of Natural Resources and United States Environmental Protection Agency. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member David Erdman, to approve the amended ordinance, and recommend the ordinance to be adopted by the Stoughton Common Council, to be introduced on March 13, 2018. The motion carried unanimously 7 to 0.

Request to authorize the bid award for the replacement of sewer-cleaning truck #17: Stoughton Utilities Staff presented and discussed bid results for the replacement of sewer-cleaning truck #17. All bids came in significantly under the budgeted amount due to the trade-in credits. After careful consideration, it is staff's recommendation that the bid be awarded to Bruce Equipment for the purchase of a Vactor 2100 combination machine. Discussion followed. Motion by Alderperson Pat O'Connor, the motion seconded by Citizen Member John Kallas, to approve the bid award and purchase of the Vactor 2100+ from Bruce Equipment at the cost of $392,920, less a trade in credit of $85,000, and recommend approval to the Stoughton Common Council. The motion carried unanimously 7 to 0.

Revisions to Section III of the City of Stoughton Work Rules related to On-Call status: Stoughton Utilities Staff presented and discussed Stoughton Utilities' on-call rotation, including normal, holiday, and other schedules, and requested that changes be made to the language in

Write Off Customer List

Jan-18

Excel/acctshared/monthend/write offs

Date Issued:	Description:	Electric:	Stormwater:	Water:	Wastewater:	Total:
12/13/2013	Vehicle accident	$ 859.45	$ -	$ -	$ -	$ 859.45
3/10/2011	Vehicle accident - Insurance claim	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
1/6/2016	Vehicle accident - Insurance claim	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
7/18/2014	Vehicle accident	$ 387.91	$ -	$ -	$ -	$ 387.91
4/25/2016	Vehicle accident - Insurance claim	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
11/3/2016	Vehicle accident - Insurance claim	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
11/3/2015	Uncollectable Customer Balance	$ 278.12	$ -	$ -	$ -	$ 278.12
9/14/2015	Uncollectable Customer Balance	$ 178.97	$ -	$ -	$ -	$ 178.97
9/8/2016	Uncollectable Customer Balance	$ 411.67	$ -	$ -	$ -	$ 411.67
8/4/2015	Uncollectable Customer Balance	$ 532.80	$ -	$ -	$ -	$ 532.80
3/8/2017	Uncollectable Customer Balance	$ 737.92	$ -	$ -	$ -	$ 737.92
6/16/2015	Uncollectable Customer Balance	$ 330.39	$ -	$ -	$ -	$ 330.39
7/30/2015	Uncollectable Customer Balance - Deceased	$ 330.76	$ -	$ -	$ -	$ 330.76
12/15/2016	Uncollectable Customer Balance - Bankruptcy	$ 72.76	$ -	$ -	$ -	$ 72.76
3/28/2017	Uncollectable Customer Balance	$ 75.90	$ -	$ -	$ -	$ 75.90
4/28/2016	Uncollectable Customer Balance - Bankruptcy	$ 147.62	$ -	$ -	$ -	$ 147.62
2/13/2017	Uncollectable Customer Balance - Bankruptcy	$ 108.34	$ -	$ 53.27	$ 47.15	$ 208.76
7/8/2015	Uncollectable Customer Balance - Deceased	$ 231.22	$ -	$ -	$ -	$ 231.22
4/5/2017	Uncollectable Customer Balance - Bankruptcy	$ 470.51	$ -	$ -	$ -	$ 470.51
1/2/2017	Uncollectable Customer Balance - Bankruptcy	$ 303.27	$ 21.81	$ 108.37	$ 118.48	$ 551.93
12/8/2016	Uncollectable Customer Balance - Bankruptcy	$ 74.48	$ -	$ 25.36	$ 23.57	$ 123.41
	Total to be Written Off:	**$ 9,532.09**	**$ 21.81**	**$ 187.00**	**$ 189.20**	**$ 9,930.10**