

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
August 20, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on August 20, 2008, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie, Sylven Konkell and Bruce Charles. Also present: Steve Birr with Foth, Walt Tenor from Tenor Construction, Steve Lautenbach, Richard Riederer and Nancy Johnson.

Member absent: none.

Hafeman motioned, seconded by Ritchie to adopt the agenda set for the August 20th, 2008 meeting. Motion carried.

Ritchie motioned, seconded by Konkell to approve the minutes of the July 16th, 2008 meeting. Motion carried.

Comments of Anyone Present:

Mr. Lautenbach was present to discuss a job estimate that he had received. Lautenbach offered to pay \$750 towards the project. Charles motioned, seconded by Hafeman to accept the \$750 offer. Motion Carried.

New Business:

None.

Old Business:

- a.) Written requests for the 2008 Wisconsin Public Power, Inc. (WPPI) Community Contribution Funds and Economic Development Funds were reviewed. Hafeman motioned, seconded by Ritchie to allocate the WPPI Community Contribution Funds as follows: \$250 to the Algoma Youth Football Club's 3rd – 5th grade full contact program, \$250 to the ArtBeet, Inc/Clay on Steele school art program, \$250 to the Annual Halloween Walk program, \$250 to the Algoma Penguins City baseball equipment fund and \$500 to St. Mary's Parish for a power quality improvement project. WPPI Economic Development \$1,000 Fund to the Kewaunee County Economic Development Corporation Business and Education Partnership program. Roll call vote: all yes. Motion carried.
- b.) Boardman Law Firm has approved the water tower attachment agreement with Verizon Wireless. Commission signed lease as presented. Contract negotiations will be complete upon receiving Verizon's signatures.
- c.) Layne Tank issued inspection reports for both water towers. The tank on Greenfield will not require any maintenance. Birr reviewed the bids that were received for repairs to be made to the Rabas Street water tower. Konkell motioned, seconded by Hafeman to award the job to low bidder, Layne Tank for \$16,000. Roll call vote: all yes. Motion carried. CTW plans to start work at the wells the last week of August.

Well #3 is having the softener replaced and well number five's pump will be rehabilitated.

- d.) Birr and Riederer discussed progress of the Perry, Birch and Cedar Corners project. Tenor explained several issues with the construction. Water main installation has been delayed several months due to the adding of the sanitary sewer replacement to the contract.
- e.) Planning Commission, no utility projects.
- f.) The City is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. WPPI Energy Service Representative will perform a free energy audit at the Waste Water Treatment Facility. Riederer continues to research renewable energy options for the Utility.
- g.) Algoma High School has decided not to pursue the WPPI Community-Based Renewable wind project due to cost.

Konkel motioned, seconded by Hafeman to approve payment of bills and payroll as presented. Roll call vote: all yes. Motion carried.

Konkel motioned, seconded by Hafeman to approve the [June and July](#) financial reports. Roll call vote: all yes. Motion carried.

Manager's Report:

Riederer reviewed the attached report.

Office Manager's Report:

Johnson reviewed the attached report.

At 6:45 P.M. Charles motioned, seconded by Ritchie to go into closed session for "considering employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility," as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At 7:20 P.M. Charles motioned, seconded by Ritchie to resume to open session with the possibility of action to take place as provided by State Statute 1985 (2). Roll call vote: all yes. Motion carried.

No action taken.

The next regular Commission meeting will be held [Wednesday, September 24th](#) at 4:00 P.M. (NOTE DATE CHANGE TO FOURTH WEDNESDAY)

Charles motioned, seconded by Ritchie to adjourn. Motion carried.

Meeting adjourned at 7:25 P.M.

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for August 20 meeting

1. The Elementary School job is completed.
2. St. Mary's primary extension is completed and energized
3. Shipped the PCB transformers to Clean Harbor.
4. The Report came for the Water Towers with prices from Lane Tank. We sent a report to Utility Service Co. for a bid also.
5. Dave Krause from KPE Engineering will have a price for installing new 69 switch.
6. The water main on Perry St. is started and is going well. By Aug. 15 Cedar Corners Rd. should be completed.
7. We ordered new lights from Eesco for the garage area.
8. Algoma Motors new secondary and metering is in and is energized.
9. We will be doing the Perry Field lights. We ordered bulbs and three fixtures; in addition, we are looking into renting a lift for 5 days to aid in installation.
10. Answered questions from Verizon about electrical service.
11. Friday, Aug 15, Pete Haack and I will attend the Stoller Fishing Day.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: Richard Riederer

Date: 8/14/08

Re: OFFICE MANAGER'S REPORT FOR 7/11/2008 - 8/14/2008 ACTIVITIES

Bonnie:

- Began cross training with Mary in accounts payable
- Training, test and assist Mary to change water rates
- Balanced billing reports to new Commitment to Community(CTC) service
- Update cash spreadsheet to record
- Completed following tasks in Nancy's absence:
 - Code and tally time sheets
 - Create work orders
 - Cash transfers
 - Post interest
 - Balanced bank statements and accounts receivable
 - Check bank web site daily for fraudulent activity and NSF checks

Cheryl:

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 207 disconnects, ended up calling 50 customers, 12 door hangers, 8 disconnected with 6 reconnected same day.

Mary:

- Updated & Test MVRs Software (metering reading software).
- Implemented new water rates and tested rates
- Updated Public Fire Protection Rate
- Trained in Accounts Payable Procedures with Bonnie
- Participate in WPPI'S Webinar "Home Energy Suite – a new product WPPI is beginning
- Currently have 332 customers on ACH which is 16% participation
- Created the following letters/forms:
 - Stuffer for August, Move-in/out Form, Budget Informational Letter and Community Description for Member Information Update for WPPI/Melissa
- From Jan 08 to July 2008 E.R.T. Meter Changes: 123 water and 247 Electric
- Since July of 2004 – approx. # of Meter with E.R.T.t changes: 1611 water and 1856 Electric

Nancy:

- Reviewed Verizon's water tower attachment lease.
- Discussed energy conservation projects with ESR.
- Reviewing employee issue.
- Out on medical leave.