

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF**  
**September 24, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [September 24, 2008](#), at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie, Sylven Konkel and Bruce Charles.  
Also present: Richard Riederer and Nancy Johnson.

Member absent: none.

Charles motioned, seconded by Ritchie to adopt the agenda set for the [September 24<sup>th</sup>, 2008](#) meeting.  
Motion carried.

Hafeman motioned, seconded by Konkel to approve the minutes of the [August 20<sup>th</sup>, 2008](#) meeting.  
Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

- a.) Two salt bids were received. Morton Salt quote for \$120.30 per ton, freight included, was the low bid. The rate per ton has increased \$57.74 from last year, an increase of 92%. Konkel motioned, seconded by Ritchie to award the bid to Morton Salt. Roll call vote: all yes. Motion carried.
- b.) A letter from WPPI's C.E.O. regarding joint purchasing of a web site through WPPI was reviewed. Web site development and maintenance prices have decreased significantly as well as the time to maintain the site. Prices are expected to continue to decline as additional members join the program. The future site will be interactive and could include options for: online bill payment, enable customers to analyze and track changes in their consumption and to participate in various programs. The Utilities' multi-functional web site can be linked to the City's web site. Konkel motioned, seconded by Hafeman to approve joint purchasing of a web site through WPPI. This project will be added to the 2009 operating budget.

**Old Business:**

- a.) Riederer discussed progress of the Perry, Birch and Cedar Corners water main project. September 25<sup>th</sup> is the date of substantial completion for the new water main, laterals and hydrant portion of the project. There will still be additional minor work to be done before the water related work is finally completed.
- b.) Layne Tank will be replacing the expansion joint in the Rabas street water tower this fall. The remainder of the maintenance will be done in spring 2009.
- c.) CTW will be replacing the softener at Well #3. CTW has contracted Tonka to build the new tank.
- d.) CTW pulled the pump at Well #5 for rehabilitation. They began work the last week of August. The pump should be reinstalled the week of September 28th.
- e.) Boardman Law Firm and Algoma Utilities approved the water tower attachment agreement with Verizon Wireless on August 20th. Contract negotiations will be complete upon receiving Verizon's signatures on the contract.
- f.) Planning Commission, no utility projects.

- g.) The City is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program.
- WPPI Energy Service Representative (ESR), Melissa Moren, has done energy savings calculations for the Waste Water Treatment Facility's lighting and met with Gary Paape to discuss energy audit proposals.
  - The Youth Club received a free facility audit.
  - Algoma Utilities plans to upgrade the shop lights this winter.
  - Riederer continues to research renewable energy options for the Utility. A budgetary estimate of \$25,700 was provided by Lake Michigan Wind & Sun, Ltd. for the installation of a 2.7 KW solar PV awning system for the Utility Building. This system will produce approximately 3,200 KWH per year. This project is eligible to receive a \$10,000 grant from WPPI's Renewable Energy Demonstration Project funds and \$5,000 from the Utility's Energy Conservation funds. A second estimate of \$39,000 was provided for a 4.3 KW solar PV awning system. This project would also be eligible for renewable energy funding. Ritchie motioned, seconded by Konkel to proceed with the 2.7 KW system in 2009 and consider the 4.3 KW system in 2010. Roll call vote: all yes. Motion carried. These projects will be added to the capital budget.
  - Wind energy is being considered near the south substation. WPPI's ESR has applied with Focus on Energy for a wind turbine site assessment. The wind study determines if a location is feasible for placement of a wind turbine. The site assessment fee is estimated to cost between \$500 - \$1,000. The cost of the study can be recovered if an Implementation Grant or Cash-Back Reward is applied for within two years of the site assessment. Konkel motioned, seconded by Ritchie to proceed with the wind assessment. Roll call vote: all yes. Motion carried.

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 Charles to approve the [August](#) financial reports. Roll call vote: all yes. Motion carried.

The capital budget was discussed. The operating and maintenance budget will be reviewed at the next meeting.

**Manager's Report:**

Riederer reviewed the attached report.

- The Arc-Flash Hazard Study has been completed by Krause Power Engineering. Riederer is meeting with vendors to obtain quotes for renting the new OSHA required flame retardant clothing

**Office Manager's Report:**

Johnson reviewed the attached report.

- Disconnection procedures were discussed.

At 6:15 P.M. Charles motioned, seconded by Hafeman 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 6:40 P.M. Ritchie motioned, seconded by Charles 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, October 15<sup>th</sup> at 4:00 P.M.**

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

Meeting adjourned at 6:41 P.M.

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President

Director

Secretary

Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for September 24, 2008 meeting

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1. Worked on burying conduit for 69 switch at North Substation.
2. Flushed water main on Perry St.
3. Lights came in from Eesco for the shop area.
4. Handed out WPPI checks to various recipients.
5. Perry Field lights are done.
6. Dequaine Builders started new four unit apartment on corner of Feld and Mueller St.
7. Checked on electric vehicles. Columbia brought an electric pickup truck on September 10 for us to try.
8. Safety school started. Two men will go to Sturgeon Bay and two will go to Two Rivers.
9. Chris Massart is attending apprenticeship school for metering, September 15 through 19<sup>th</sup>.
10. Steve Birr from Foth called with concerns about Perry St. and Sixth St.
11. Contacted Lane Tank, will do South Water Tower, should be completed by December of 2008.
12. No. 5 Well was pulled, will replace pump and column pipe.
13. Attended WPPI Annual Convention September 11<sup>th</sup> and 12<sup>th</sup> in Madison.
14. Attended Emergency Government meeting on September 17.
15. The Arch Flash Study from Dave Krause, KPE Engineering, came in on September 10.
16. We had various estimates one for a car wash on Hwy 42, and a few for secondary changeovers.

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: Richard Riederer  
Date: 9/18/08  
Re: OFFICE MANAGER'S REPORT FOR 8/15/2008 - 9/18/2008 ACTIVITIES

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**Bonnie:**

- Prepare list for cross connection surveys to be completed, beginning along the Ahnapee River.
- Printed cross connection survey forms out of Access and began scheduling cross connection surveys. 34 surveys have been completed with 27 passed and 7 failed surveys.
- Update cross connection access data base as completed cross connection surveys are completed.
- Prepared and mailed second batch of cross connection letters.
- Created Commitment to Community Cash Sales Analysis Report in Northstar.
- Research TRIP (Tax Refund Intercept Program).
- Additional training with Mary in accounts payable.

**Cheryl:**

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 229 disconnects, ended up calling 65 customers, 7 door hangers, 5 disconnected with 2 reconnected same day.
- Went through the cc payment steps with Mary.
- Attended WHEAP & FEMA meeting.

(OVER)

**Mary:**

- Trained in Accounts Payable Procedures with Bonnie
- Created Handout on Energy & Water Conservation Tips for customers

- WPPI's Home Energy Suite Website-become familiar with the website
- From Jan 08 to July 2008 ERT Meter Changes: 127 water and 259 Electric
- Since July of 2004 – approx. # of Meter with ERT changes: 1614 water and 1866 Electric

**Nancy:**

- Reviewed Verizon's final water tower attachment lease, issued final executed document
- Discussed energy conservation and renewable projects with ESR
- Reviewing employee issue
- Opted into the State's DOA Commitment to Community (CTC) program (3 years)
- Reviewed CTC auditing and reporting rules for 2008-2009 with MEUW and WPPI
- Researched new low income weatherization provider and funds availability
- Reviewed DSM funds, set up new accounting entries and accounts
- Met with Dennis Abts regarding easement issues
- Worked on electric and water operating and maintenance and capital budgets
- WPPI Community Contribution recipients: photos and wrote news releases, also issued valve turning notice
- Planned Public Power week with staff
- Performed server maintenance
- Viewed WPPI Home Energy Suite Webinar
- Meeting with USDA and Foth
- Attended WPPI annual meeting
- Participated in PSC Roundtable meeting
- Went to MEUW Customer Service and Accounting Workshop