

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
January 21, 2009**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on January 21, 2009, at 5:00 P.M. in compliance with the open meeting law.

Members present: Robert Hafeman, Russ Ritchie, Sylvan Konkel and Bruce Charles.
Also present: Gary Paape, Richard Riederer and Nancy Johnson. Member absent: Guy Haasch.

Charles motioned, seconded by Ritchie to adopt the agenda set for the January 21st, 2009 meeting. Motion carried.

Charles motioned, seconded by Konkel to approve the minutes of the December 17th, 2008 meeting. Motion carried.

Comments of Anyone Present:

None

New Business:

a.) None

Old Business:

- a.) Perry, Birch and Cedar Corners water main project update. Final payment due to Tenor Pipeline is in dispute. Public Works Committee may levy liquidated damages against Tenor.
- b.) Sixth St. project bid opening was delayed from January 27th to February 4th at 5 P.M., in the City Hall.
- c.) CTW installed the new water softener at Well #3. Testing will be performed before placing system online.
- d.) Planning Commission, no utility projects.
- e.) The City and Utility are participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program.
 - The solar PV awning system was installed on the Utility Building and became operational on January 9, 2009. The Utility received a \$10,000 grant from its power supplier, WPPI Energy, and has earmarked an additional \$4,500 from Demand Site Management Energy Conservation funds. WPPI Energy and Algoma Utilities invested in this education and demonstration project to encourage the use of green alternative energy sources.
 - Lighting fixture upgrade in the Utility shop is substantially complete.
 - City Hall's lighting project received a \$1,793 grant from WPPI Energy and \$1,793 from Algoma Utilities' Commitment to Community funds.

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

Year end, financial reports will be presented at the next meeting.

Manager's Report:

Riederer reviewed the attached report.

- The Commission approved Riederer attending the MEUW Management Certification Program.

Office Manager's Report:

Johnson reviewed the attached report.

- The American Transmission Company (ATC) voluntary capital contributions were discussed. Algoma Utilities was offered the opportunity to contribute in **four** separate installments, the first of which is \$7,629. The remaining **three** installments will be due quarterly in 2009. Algoma has earned between 11% and 16% on this investment. Konkel motioned, seconded by Ritchie to recommend the ATC purchase. Roll call vote: all yes. Motion carried. A memo will be forwarded to the City explaining the investment.

At **5:40** P.M. Konkel motioned, seconded by Charles to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At **6:00** P.M. Ritchie motioned, seconded by Konkel to resume to open session as provided by State Statute 19.85 (2). Roll call vote: all yes. Motion carried.

No action taken.

The next regular Commission meeting will be held Wednesday, February 18th at 5:00 P.M.

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

Meeting adjourned at **6:05** P.M.

President

Director

Secretary

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 1/15/09
Re: OFFICE MANAGER'S REPORT FOR 12/12/2008 - 1/15/2009 ACTIVITIES

Bonnie:

- Completed electric and water physical inventory. Electric inventory variance \$157; Water inventory variance \$19.
- Balanced quarterly year-end reports and W-2's.
- Reviewed vendor history and printed 1099's for applicable vendors.
- Training with Mary on running year-end meter reports.
- Calculated overdue interest on account that was frozen, resulting in \$234 in back penalty.
- Researched and tested Positive Pay.
- Updated daily well sheet in Excel for Water Dept Operator.
- Set up clothing reimbursement as a non-wage payroll item in Solomon.
- Set up new water meters in Access.
- Entered 2009 office wages in Solomon payroll system.

Mary:

- Attended Blood Borne Pathogen training at City Hall.
- Figured Averages for route 11 on water usage. Created spreadsheet of replaced meters.
- Participated in the tele-seminar on phone skills.
- Generated End of Year Reports for Electric & Water Meters.
- Worked on setup & testing electric meters with different read type on several electric meters.

(OVER)

Cheryl

- We sent out 47 water disconnects, 154 past due reminders, 14 commercial disconnects.
- Sent out second and third notices for service agreements.
- Working closely with disconnect commercial accounts.

Nancy:

- Updated Union Contract with proposed 2009-2011 changes
- Reconciled retirement wages, deferred compensation, 941s, SUTA forms, W-2s and W-3
- Generated W-2s out of Greenshades
- Updated 2009 mileage and timesheets for crew
- Set up 2009 cash and equipment spreadsheets and annual work orders
- Reviewed ATC voluntary investment memo and issued to Commission
- Contacted P.S.C. regarding water tower and well projects to be expensed vs. amortized
- Reviewed electric and water physical inventory counts, low variances, (good job to crew and Bonnie!) Electric variance: .12%, water variance: .05%
- Completed transformer inventory review (physical count to access database) – no variances (good job to crew and Bonnie!)
- Finished hydrant inventory (no variances!) and trued up public fire protection charge
- Completed electric and water meter inventory – no variances - good job to Chris and Mary for keeping data accurate!
- Reconciled street light balances
- Billed out year end projects and pole rental fees
- Reviewing new employee performance reviews and updating job descriptions
- Discussed energy conservation and renewable energy projects with ESR and reviewed 2009 action plan
- Typed Lineman job ad, forwarded to WPPI, MEUW and newspaper
- Attended Blood Borne Pathogen training and had hearing test.
- Participated in the tele-seminar on phone skills.
- Attended USDA docket meeting and ATC conference call with Richard

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for. January 2009

1. We are working with Foth on the watermain project for Sixth St.
2. We received our water meters for Perry St. and we will start replacing and keeping track of our time and condition of the meters
3. We started installing our new lights in the shop.
4. Wired the circulation pump in at the South Water Tower Energenics will install the controls in Jan. or Feb.
5. Our Solar Panels were installed and finished Jan. 9. The panels are working but we are waiting for computer soft ware and manuals.
6. The softener at No. 3 Well is in and about 75% completed.
7. The Crew is starting to trim trees and shoveling water hydrants.
8. I attended the MEUW Conference at Stevens Point Jan. 7-9.
9. Christopher Massart received his Certification for completion of Meter Technician class.
10. We started letting water run at a few homes that have problems with water freezing.
11. The Utilites have received a number of applications for out Lineman position. Nancy, Pete and myself will interview and make our selection in Feb.
12. Davies Water has completed doing our water hydrant for the recall program.
13. The bid opening for Sixth St. and the loop by Algoma Lbr. will be Tuesday Jan. 27 at 5:00 at City Hall.
14. I would like to attend the Management Certification Program in Marshfield. The course has three sessions in 2009 and three sessions in 2010.