

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
JULY 16, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on July 16, 2008 at 4:08 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Sylven Konkel and Russ Ritchie. Also present were Richard Riederer and Bonnie Junio, Steve Birr from Foth & Van Dyke, Stephanie St. John representing Clay on Steele and Walt Tenor from Tenor Construction.
Members absent: Robert Hafeman and Bruce Charles

Sylven motioned, seconded by Russ Ritchie to adopt the agenda set for the July 18th, 2008 meeting.

Sylven motioned, seconded by Russ to approve the minutes of the June 18th, 2008 meeting.

Comments of anyone present: Stephanie St. John was present to represent Clay on Steele. Clay on Steele requested funds from the WPPI Community Contribution Funds. Clay tiles created by local public and parochial school students were displayed.

Old Business:

a.) Steve Birr from Foth & Van Dyke provided bid information and discussed the #3 Well and # 5 Softener Pump. Motion was made by Russ and seconded by Sylven to accept the bid from CTW. Roll call vote: all yes. Motion carried. Motion was made by Sylven and seconded by Russ to authorize Dick to sign the contract. All yes.

New Business:

- a.) WPPI community contribution funds discussed. This was tabled to the August meeting.
- b.) Richard and Nancy have been working on the Verizon water tower lease with Boardman Law Office. The contract is being updated but no new contract was provided by Verizon. No action could be taken.
- c.) Motioned by Sylven seconded by Russ to authorize the president and secretary of the commission to sign the Verizon contract when it arrives and has been reviewed. Motion carried.
- d.) The water towers have been inspected and safe water samples have been received. We are awaiting a report from Layne Tank to determine what repairs or maintenance need to be done.
- e.) Steve Birr and Walt Tenor were present to discuss the Perry/Birch/Cedar Corners water main project. The sanitary sewer installation should be completed the week of July 21, 2008. Water main installation is scheduled to begin July 28, 2008 and should take approximately 45 days. The project will begin on Buchanan Street, then head north on Perry Street. There will be 8" valves on each side of the bridge to protect the integrity of the water system. On Cedar Corners Road, the curb stops will be in the middle of the curb making repair difficult. It was recommended by Richard that

the curb stops be moved into the tree lawn where they will be serviceable. This may require additional days to complete the project. All agreed. There will be an additional 2 hydrants added. One at the #3 and # 5 wells. This will enable the utilities to shut of the valve to the street to allow for any required maintenance. This will also permit testing to be completed more efficiently.

- f.) Electric and water installation has been completed on Sixth Court. The hydrant was energized after a safe water sample was received.
- g.) Planning Commission, no utility projects.
- h.) Lake Michigan Wind & Sun visited the utilities to discuss awnings for the south side of the building. These awnings would provide a renewable source of energy to help us obtain our energy efficient goal. Two bids were received for replacement of shop lights to fluorescents. This will also improve our energy efficiency. Sylven motioned, seconded by Russ to replace the lights in the shop. Roll call vote: all yes.
- i.) No new information regarding the Algoma High School community based renewable project.

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

Financial statements will be presented at the August meeting.

Manager's Report: Riederer reviewed attached report.

Office Manager's Report: Attached

No closed session.

The next regular Commission meeting will be held Wednesday, August 20th at 4:00 P.M.

Russ motioned, seconded by Sylven to adjourn. Motion carried.

Meeting adjourned at 6:05 P.M.

President

Director

Secretary

ALGOMA UTILITIES

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: Richard Riederer
Date: 7/10/08
Re: OFFICE MANAGER'S REPORT FOR 6/14/2008 - 7/10/2008 ACTIVITIES

Bonnie:

- Clean up electric and water rates to prepare for entering new rates.
- Work with Mary on updating and testing electric rates in Northstar.
- Worked with Mary setting up budgets in Northstar.
- Complete, review and test all billing issues relative to having Commitment to Community as a separate service.
- Send out survey to WPPI members relative to handhelds and meter reading software.
- Create and update water running report for Nancy
- Review Verizon contract and participate in teleconference with Boardman Law Office.
- Complete various task required in the Nancy's absence.

Mary:

- Before Nancy left on Medical Leave – completed 6 month review
- Updated and tested new electric rates for residential, commercial and industrial customers, which took effect May 28, 2008
- Public Benefits/Commitment to Community Funds was setup as separate service and tested
- Worked with Kim Laab from WPPI on July 2nd & 3rd - address issues with Harris software
- Completed Budget reviews for Budget customers
- Researched and found a prescription drug turn in program and added to the monthly stuffer
- From Jan 08 to July 2008 Ert Meter Changes: 120 water and 213 Electric
- Since July of 2004 – approx. # of Meter with Ert changes: 1609 water and 1826 Electric

Cheryl:

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 203 disconnects, ended up calling 69 customers, 14 door hangers, 6 disconnected
- 17 D.P.A's
- 2 Customers affected by the strike in Kew.

• **Nancy:**

- Performed 6 month employee progress reviews.
- Provided 2009 budget numbers to several City departments.
- Wisconsin Department of Commerce asked certain consultants to comment on proposed changes to the CDBG program, provided Foth with water consumption and revenue data to assist in updating the CDBC program.
- Conference call with Boardman Law Firm regarding negotiating a lease with Verizon for a water tower attachment (South side).
- Reviewed ATC investment (voluntary-2nd payment).
- Discussed energy conservation projects with ESR.
- Secured speaker for MEUW for Customer Service and Accounting workshop.
- Cross trained with Bonnie to cover during my absence.
- Out on medical leave.

Memo

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

1. Elementary School – will shut down the week of July 21 – 25. The cement wall is poured and the pad is coming this week.
2. Lynn Lawrenz, 6th Court Electric & water done. Collected safe sample and hydrant is energized.
3. St. Mary's Primary extension is in & waiting for electricians to wire church.
4. Ordered and received transformers.
5. Met with EESCO and Viking about lighting with T-8 fixtures in shop.
6. Will dispose of four PCB Transformers through Clean Harbors.
7. Lane Tank checked the North water tower, will send us a report.
8. At DeGuelle's property, we installed one LED light.
9. Pole order came in.
10. Working with Dave Krause from KPE Engineering about 69 switch at North Substation.
11. Called Phil Burkart at B & H Insurance about installation of 69 switch.
12. Met with John Kiedrowski from CTI in Algoma about storage room shelving.
13. Talked to Anita Galluci about Verizon contract.
14. Met with Lake Michigan Wind & Sun to discuss solar panel awnings on the south side of the building.
15. Delivered letters to Plumbers about installing water meters.
16. Met with three contractors about No. 3's well softener and No. 5's pump.

Crew Report

1. Working on new transformer and primary wiring at Elementary School.
2. Installed new poles in alley between 4th & 6th St. off Washington St..
3. Installed new primary and secondary wire on 6th St. Court.