

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
May 08, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [May 8, 2007](#) at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Sylven Konkell, Robert Hafeman, Bruce Charles and Russell Ritchie. Also present: Jim LeCloux and Nancy Johnson.

Member absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the [May 8th, 2007](#) meeting.

The Commission conducted the annual internal organization. Ritchie motioned, seconded by Charles to appoint Sylven Konkell to the Planning Commission to replace the vacancy created by Alan Groessl. Guy Haasch will continue to serve on Planning Commission. Charles motioned, seconded by Konkell to nominate Robert Hafeman as Vice-President. Ritchie motioned, seconded by Charles to nominate Guy Haasch as President. Haasch motioned, seconded by Charles to nominate Russell Ritchie as Secretary/Treasurer. Roll call vote: all yes. Motions carried.

Due to scheduling conflicts, the next regular Commission meeting will be held on June 13th at 4:00 P.M. Thereafter, the regular Commission meetings will be on the third Wednesday of the month at 4:00 p.m.

Charles motioned, seconded by Hafeman to approve the minutes of the [April 17th, 2007](#) meeting.

Comments of Anyone Present:

None.

New Business:

- a.) Stassen Street project was discussed. Utility crew will relocate two service connections on Stassen Street to Dewey Street to get away from the stagnant water on the dead-end of Stassen Street. Date of project has not yet been determined.
- b.) WPPI Community Contribution Funds were explained. Local organizations can submit written applications until July 6, 2007.

Old Business:

a. & b.) Wiz Unwired and Emergency Management had requested attaching to the North water tower. Foth engineering firm research has indicated that the current railing on North water tower is a hand-rail only; rail is not braced to support attachments. Utility Service Company (USC) estimated cost to install a support railing is \$18,000 - \$20,000. USC is also checking into doing partial railing support. Magnetic attachments are not allowed due to liability issues.

- b.) (see a.)
- c.) Planning Commission, no update.
- d.) Sixth Court development: utility and Foth reviewed developer's plans. Foth drafted a letter to the Utility with concerns and proposed changes. Developer has made changes. Utility will approve plans upon DNR approval.
- e.) Well #2 reconstruction – well is online. Layne is investigating if the old motor is causing the vibration problem.
- f.) Substation upgrade, specs for control house were discussed.

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

Due to the early date of the meeting, April financial reports were not available.

Johnson reviewed the audit report from Schenck, noting corrections on page 9, Note E – Long-Term Debt. The foot notes relating to the water bonds should read:
\$2,180,700 revenue bond issued 11/7/01; \$25,270 to \$109,746 due annually through 2041; interest 4.5%.
\$583,000 revenue bond issued 2/16/05; \$6,023 to \$29,711 due annually through 2045; interest 4.375%.

Hafeman motioned, seconded by Ritchie to approve the 2006 Audit report (with noted corrections). Roll call vote: all yes. Motion carried.

Manager's Report:

LeCloux reviewed the attached report.

- Welcome back to Sylven Konkel.
- WPPI contract for load shedding was signed.
- Office building and shop HVAC proposals to repair failing system were reviewed. Hafeman motioned, seconded by Konkel to approve the Wulf Brothers, Inc. estimate of \$8,147 and to begin annual maintenance contract costing \$459.90. Roll call vote: all yes. Motion carried.
- Cross connections were discussed. A stuffer explaining the issue was included with the bills mailed to customers in May. Additional literature will be provided to customers when home surveys are scheduled and in the local newspaper.

Office Manager's Report:

Johnson reviewed the attached report.

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

Meeting adjourned at 5:30 P.M.

Memo

To: Algoma Utility Commission
From: Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for May 8, 2007 meeting

1. Flush Hydrants.
2. Disconnects / Reconnects / Door Hangers.
3. Building Maintenance.
4. Rebuild primary feed N. Sunset.
5. Repair URD St.light wire Washington and Mill.
6. Install URD service at 409-413 Lakeview Dr.
7. Change Ballast in Building T12 to T8.
8. Install backflow preventor at Marina.
9. Renew Elec service at 923 Mill St.
10. Lift poles and ramps for docks at Marina.
11. Install water and electric AMR Erts.
12. Connect electric service at N. tower.
13. Straighten poles on Steele St. between 6th and 7th St.
14. Remove vacuum reclosures at North Sub.
15. Renew electric service at 414 Clark St.
16. Locates water and electric.
17. Remove street light pole at Marina.
18. Clean up Utilities property and mow lawn.
19. Load 477 Hendrix sold to Norway Mi.
20. Meet with Megger Rep demo electric test bench.
21. Meet with Dave Krause North Sub upgrades.

22. Meet with Nancy / Chris to discuss cross connection inspections, how to conduct and document as we check resident, industry, recreational.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: JIM LECLOUX
Date: 5/3/07
Re: OFFICE MANAGER'S REPORT FOR 4/14/2007 - 5/3/2007 ACTIVITIES

Bonnie:

- Prepared April bill stuffer (researched cross connection issue)
- Set up new ACH customers as a result of mailing second home account letters. Currently 252 customers participate; over 12% of customers
- Provided electric consumption info to ESR re: WWTF (T.O.U. rates)
- Research meter issue to set up customer for demand reading
- Scheduling electric and water meter replacements
- Create and maintain electric and water meter cards in Harris and Access database
- 2007 year to date changes: 120 water ERT meters and 358 electric ERT meters
- 2004-'07, approx: 1,114 water and 1,248 electric meters w/ERTs have been installed

Cheryl:

- Pulled and filed meter cards
- Worked with Bonnie to mail meeting invites to industrial and commercial customers, maintaining RSVP list, stuffed folders for meeting and organized handouts
- Issued 160 electric disconnect notices in May
- April resulted in 12 electric disconnections, three meters remain disconnected

(OVER)

Nancy:

- Filed annual USDA report
- Planned large customer breakfast with ESR and staff, worked on mailing list
- Attended fifth session of MEUW Management Certification program
- Researched WIZ Wireless attachment to water tower with Jim
- Reviewed billing stuffer
- Typed Local Circuit articles (local news) for Summer edition
- Calculated several job estimates, researching customer contribution for upgrade project
- Compiled fish cleaning station consumption for Ken Taylor - Public Works Committee
- Met with staff and crew regarding cross connection issues and locate laws
- Assisted at front desk, disconnect complaints and staff absences
- Researched medical claim and door hanger rules for disconnect season
- Crew and staff facilitated recycling day

A few items to consider for the June meeting:

- Discuss future meeting dates and times, please bring your calendars!