

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
December 17, 2008**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on December 17, 2008, 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: Steve Birr from Foth, Gary Paape, Richard Riederer and Nancy Johnson.  
Member absent: Guy Haasch.

Charles motioned, seconded by Ritchie to adopt the agenda set for the December 17<sup>th</sup>, 2008 meeting. Motion carried.

Charles motioned, seconded by Ritchie to approve the minutes of the November 5<sup>th</sup>, and December 10<sup>th</sup>, 2008 meetings. Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

a.) Birr discussed the 2009 Sixth St. project. Bid opening will be January 27<sup>th</sup> at City Hall.

**Old Business:**

- a.) Perry, Birch and Cedar Corners water main project update. Birr presented Amendment #4 to the Owner-Engineer Agreement. The amendment includes an additional \$47,300 in engineering fees due to the project extension on 6<sup>th</sup> Street and the addition of the Birch loop. Ritchie motioned, seconded by Charles to approve the amendment. Roll call vote: all yes. Motion carried.
- b.) CTW finished removing the Well #3 water softener on December 17<sup>th</sup>. New softener will be installed later this month.
- c.) Planning Commission, no utility projects.
- d.) The City and Utility are participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. The panels for the solar PV awning system for the Utility Building were delivered today. Lake Michigan Wind and Sun plans to install them before the end of the year.

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

Konkel motioned, seconded by Charles to approve the October and November financial reports. Roll call vote: all yes. Motion carried.

**Manager's Report:**

Riederer reviewed the attached report.

- WPPI is seeking members that would be willing to participate in a LED street light test pilot program. The cost for two 100 watt fixtures is \$694. Commission consensus was to participate in the pilot program.

**Office Manager's Report:**

Johnson reviewed the attached report.

At 6:10 P.M. Charles motioned, seconded by Konkel to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At 8:00 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.

- Anthony Mueller was released November 21<sup>st</sup>.
- The Foreman position was posted. Peter Haack applied for the position and the Commission approved appointing him as the new Foreman.
- Ritchie motioned, seconded by Konkel to begin searching for a new Lineman. Roll call vote: all yes. Motion carried.
- Ritchie motioned, seconded by Charles to approve 2009 office (non-union) wage schedule. Roll call vote: all yes. Motion carried.

**The next regular Commission meeting will be held Wednesday, January 21<sup>st</sup> at 5:00 P.M.**

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

Meeting adjourned at 8:10 P.M.

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President

Director

Secretary

# ALGOMA UTILITIES MANAGER REPORT

ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: RICHARD RIEDERER

Date: 12/11/08

Re: OFFICE MANAGER'S REPORT FOR 10/30/2008 - 12/11/2008 ACTIVITIES

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**Bonnie:**

- Attended Northstar Users Group and Solomon Year End meeting.
- Attended Tax Refund Intercept Program (TRIP) training.
- Registered to participate in TRIP.
- Prepared letters to let customer know a balance has been to TRIP. Seven accounts were sent to TRIP. Currently \$14,931 has been sent to TRIP.
- Added tax roll penalty and completed write off of tax roll accounts with Mary.
- Prepared inventory count sheets for electric and water inventory.
- Registered for electronic filing of 1099's.

**Mary:**

- 2<sup>nd</sup> Home survey letters sent out in order to update our database
- Began reviewing information on Inventory that Bonnie provided
- Tax Roll was re-assessed several times, penalty applied and accounts have been written off
- Attended the WPPI Harris Group Meeting in Waupun
- Along the Perry St road construction area it was discovered that water meters are stopping or slowing down. A report was written in order to capture all accounts along the construction route. Each account was reviewed to determine any other stopped meters. During December billing each of the accounts on the report were reviewed for usage. Bonnie & I began calling customers with water meters that were suspect of slowing down to have the water meter replaced. In most of the meters that have been replaced, particles or other debris have been found. Estimating these accounts as necessary.
- Typed up Accomplishments for 2008 and Goals for 2009

**(OVER)**

### Cheryl

- We sent out 39 water disconnects, 166 past due reminders, 15 commercial disconnects.
- Sent out second notices for service agreements.
- Working closely with disconnect commercial accounts.

### Nancy:

- Researched new electric meter issue with staff and vendor. Reviewed revised bills and met with customer to explain issues
- Discussed water meter problems along Perry/Taft/Birch/etc... project route with staff. Tracking all change-outs for claim against contractor
- Summarized Union Contract responses for Commission, updated current contract with proposed 2009-2011 changes, scheduled special meeting
- Contacted P.S.C. regarding coding of renewable energy Utility purchases, solar panel and wind mill installation and new web site costs
- Reviewed bogus \$72 phone bill-filed complaint with GLD company
- Researched “fringe benefit” issues regarding clothing allowance and life insurance over \$50,000 – I.R.S. and with auditors
- Working with WPPI to establish account for new Algoma Utility web site
- Reviewed interim interest issue with Bond Counsel
- Contacted A.T.C. regarding IRS audit adjustments and changes to Utility contribution value due to new operating agreement
- Issued private well permit info to new water customers on Lakeview Dr.
- Reviewing staff’s annual goals and accomplishments and performance reviews
- Worked with Schenck during pre-audit
- Calculated Y.T.D. C.T.C. fund availability for ESR
- Updated health insurance spreadsheet for 2009
- Reviewed 2009 Solomon budget entry
- Discussed energy conservation and renewable energy projects with ESR

**(OVER)**

**Nancy: (cont'd)**

- Reviewed employee issue, assisted family in filing of all forms with City and State
- Filed annual P.S.C. Cold Weather Disconnect report
- Reviewed tax roll issues
- Updating job descriptions
- Dick and I met with Foth regarding project issues
- Worked with DOA Commitment to Community (CTC) program on refund issue
- Attended MEUW Committee planning meeting for Customer Collections workshop
- Went to AFLAC meeting with Dick
- Attended WPPI annual Solomon meeting with Bonnie
- Went to Rural Water funding meeting with Dick
- Attended T.R.I.P. meeting with Bonnie

# ALGOMA UTILITIES

## Memo

To: Algoma Utility Commission

From: Dick Riederer

CC: Nancy Johnson

RE: Manager Report for December 2008

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1. Working with Nancy, Office and Christopher on water meter problem on Perry St.
  2. Nancy and I met with Foth to talk over problems with the Perry St. and No. 5 Well projects
  3. Nancy and I attended Rural Water meeting for grants and loans available for water main projects
  4. Met with representative from Hawkins to explore their phosphate and chlorine prices and products
  5. Dec. 10 Christopher and I will meet with Foth and CTW to go over softener plans and their plan on how they plan to remove and install softener tank
  6. Lake Michigan Wind and Sun plans to install solar awning by Jan.
  7. Received our wind assessment from Kettle View Renewable Energy. The report is 22 pages and is very positive for our wind turbine
  8. Working with Melissa Moren on a LED Light test program
  9. Crew installed three new poles and wire and conduit for street lights at Dequalle parking lot
  10. Replaced several valve boxes and gate boxes on Perry; St.
  11. Finished winterizing fire hydrants
  12. Started Electric and Water Inventory
  13. Replaced fire hydrant on Fremont St. and EverGreen Drive hit by car
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