

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

President Guy Haasch called the meeting of the Algoma Utility Commission to order on January 16, 2008, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie and Sylven Konkel. Also present: Jim LeCloux and Nancy Johnson.

Member absent: Bruce Charles.

Hafeman motioned, seconded by Ritchie to adopt the agenda set for the January 16<sup>th</sup>, 2008 meeting. Motion carried.

Konkel motioned, seconded by Hafeman to approve the minutes of the December 17<sup>th</sup>, 2007 meeting. Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

- a.) The American Transmission Company (ATC) investment was discussed. Due to the growth of the ATC and to retain its current Percentage Interest in the organization, Algoma Utilities was offered the opportunity to buy 159 additional units at a current cost of \$2,086. The deadline to notify the ATC of the capital call is January 22<sup>nd</sup>; the purchase is due on February 1<sup>st</sup>. Konkel motioned, seconded by Hafeman to recommend the ATC purchase. Roll call vote: all yes. Motion carried. A memo will be forwarded to the City explaining the investment.
- b.) Commission discussed a WPPI sponsored website. At this time the Utility will not pursue a website. The City does maintain a Utility page on the City's website.

**Old Business:**

- a.) The cross connection waiver form is pending legal review.
- b.) Layne Tank water tower inspection and maintenance has not been scheduled.
- c.) CTW installed the new pump at well #3.
- d.) LeCloux discussed progress of the 2008 Perry, Birch and Cedar Corners project. UDSA docket meeting will be February 20<sup>th</sup>. Bid openings will be Tuesday, January 29, 2008. Contaminated soils do not need to be removed. Contaminated water will be placed in a bulk tank and tested. If chemical levels are acceptable, water can be released to the waste water treatment facility.
- e.) Frank Avenue water main extension has been completed.
- f.) Planning Commission, no utility projects.
- g.) North substation upgrade: project was completed before year-end. Today the remainder of the \$168,000 Department of Commerce grant was received.
- h.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. Utility provided new LED exit signs for the City Hall

building. Energy Service Representative is calculating a lighting incentive based on electrician's proposal.

i.) No update on the Algoma High School Community-Based Renewable project.

Konkel motioned, seconded by Hafeman 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:**

LeCloux reviewed the attached report.

- Foth's 2008 Agreement for Professional Services was reviewed. The agreement is for miscellaneous engineering and consulting services, if needed. Sylven motioned, seconded by Hafeman to approve. Roll call vote: all yes. Motion carried.
- Konkel motioned, seconded by Hafeman to change all locks and garage door openers for the administration building and shop. Only utility authorized personnel will have access. Entry to shop during business hours will be at manager's discretion. Roll call vote: all yes. Motion carried.

**Office Manager's Report:**

Johnson reviewed the attached report.

- Mary Haucke assumed Billing Clerk duties on January 14, 2008.

At 4:50 P.M. Hafeman motioned, seconded by Konkel 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 4:55 P.M. Konkel motioned, seconded by Hafeman 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.

**Next Commission meeting will be held Wednesday, February 20<sup>th</sup> at 4:00 P.M.**

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

Meeting adjourned at 5:10 P.M.

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President

Director

Secretary

# Memo

To: Algoma Utility Commission  
From: Jim LeCloux  
CC: Nancy Johnson  
Re: Managers Report for Jan 16 meeting

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1. Read electric and water meters.
2. Flush water 6<sup>th</sup> Street.
3. Snow removal.
4. Run Aux engines at all wells.
5. Substation Maint.
6. Cross connection inspections.
7. Street light maint.
8. Take down Christmas decorations.
9. Equipment Maint, dump truck and chipper
10. Trim trees.
11. Inventory electric.
12. Extend watermain on Frank North of Washington.
13. Install temp electric service at 1502 Lake St.
14. Attend joint superintendent conference at Stevens Point lineman graduation.
15. Safety training.
16. Install electric URD service to 816 Frank Ave.
17. Repair chain saw.
18. Meet with Rural Development Loan for watermain on Perry Street.

# ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 1/11/08

Re: OFFICE MANAGER'S REPORT FOR 12/14/2007 - 1/11/2008 ACTIVITIES

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## **Bonnie:**

- Completed electric and water inventory counts.
- Finished electric and water department inventory entry and review.
- Worked with crew to reduce physical electric and water variance to a minimal amount. Completed entry of final counts in Solomon for year end journal entry
- Applied end of year interest to customer deposits per PSC code and updated interest rate for 2007
- Updated customer information as a result of sending letters for 2nd homes. An additional 10 customers signed up for ACH. 255 customers now participate in ACH. Over 12% of customers.
- Working on December monthly sales and began payroll training.
- Began running end of year Cognos reports to update for electric and water meter information for annual report.
- Complete 2007 electric and water meter updates in both Access and Harris.
- 2007 meter changes: 539 water ERT meters and 802 electric ERT meters.
- 2004-'07, approx: 1,529 water and 1,680 electric meters with ERTs have been installed

## **Cheryl:**

- Moved desks, set up supplies for Mary.
- Pulled and totaled retired transformer cards
- Sent industrial customers recycling letter
- Issued 10 commercial disconnects and 34 water disconnects

**(OVER)**

**Nancy:**

- Trued up 2007 tax equivalent for City. 2007 payments in lieu of taxes (PILOT) are as follows: **Electric \$96,435 and Water \$111,411 for a total of \$207,846**
- 2007: total cost of **Gratis work performed for City \$16,281 (more than double of 2006)**. Report will be attached to year end financial statements
- Reviewed electric and water physical inventory counts, low variances, (good job to crew and Bonnie!) **Electric variance: 1.81%, water variance: .09%**
- Completed transformer inventory review (physical count to access database) – **no variances** (good job to Dick, crew and Bonnie!)
- Completed hydrant inventory (no variances!) and trued up public fire protection charge
- Began meter inventory
- Conference call with Boardman Law Firm on proposed Verizon water tower attachment (South side), legal fees being funded by Verizon. Negotiating lease and rents.
- Researched server and PC problems with WIZ and phone issues w/AT&T
- Discussed energy conservation projects and energy audits with ESR-provided data
- Bonnie cross-trained in payroll
- Calculated several job estimates and refunds due on estimates, discussing 2008 projects
- Discussed cross connections program with staff, developed billing rates
- Discussing SRC water rate case with PSC and working on electric rate case with WPPI
- Attended WPPI year end Solomon accounting meeting
- Drafted job description for new Billing Clerk vacancy, conducted interviews, proficiency testing, background checks and created benefits memo. New employee starts 1/14/08.
- Issued rejection letters to applicants for Billing Clerk position
- Typed General Manager job ad for Jim, forwarded to WPPI, MEUW and newspaper
- Attended USDA docket meeting for 2008 water projects, gathering data for meetings and researched **interim financing (ACTION ITEM: Motion at meeting)**
- Preparing short lived asset data to secure a possible \$100,000 grant from USDA
- Assembled and issued paperwork for Department of Commerce electric grant
- Completed insurance policy renewal paperwork

**(OVER)**

**Nancy continued**

- Reviewed ATC investment memo
- Reconcile 4<sup>th</sup> quarter and year end payroll and retirement report (issued to City)
- Updated burden and raise sheets, employee files and payroll for 2008
- Computed 2008 burden rates for Project Controller and cross connect installs
- Researched and set up worker's comp reporting in payroll for 2008
- Updated 2008 mileage and timesheets for crew
- Set up 2007 cash and equipment spreadsheets
- Assisted at front desk - staff absences
- PCAC decreased for January bills