

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
March 20, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [March 20, 2007](#) at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Alan Groessl, Robert Hafeman, Bruce Charles and Russell Ritchie. Jason Guinn from WIZ Computer (Wiz Unwired) was in attendance. Also present were Jim LeCloux, Cheryl Clark and Nancy Johnson.

Member absent: None.

Wiz Unwired was added under new business.

Charles motioned, seconded by Groessl to adopt the [amended](#) agenda set for the [March 20th, 2007](#) meeting.

Hafeman motioned, seconded by Ritchie to approve the minutes of [the February 20th, 2007 meeting](#).

Comments of Anyone Present:

None.

New Business:

- a.) Jason from Wiz Unwired was present to discuss the possibility of attaching to the North water tower to offer wireless high speed internet to a wider range of customers.
- b.) The water disconnection process was reviewed. Overall, the disconnection process has gone well and greatly reduced overdue account balances.
- c.) The 2005 Wisconsin Act 425-Changes to Diggers Hotline Requirements was discussed and how the Act will affect water lateral location requests. A form will be reviewed at the next meeting.

Old Business:

- a.) Planning Commission: no new utility projects.
- b.) Well #2 reconstruction – well continues to be offline, Layne-Northwest fixed the pump; still a vibration problem. Layne is investigating if the old motor is causing the problem.
- c.) Sixth Court development: utility is waiting for developer to submit plans for review and to be approved by the DNR.
- d.) Substation upgrade: no update.
- e.) Emergency Management Water Tower (north) Attachment Agreement was discussed.

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

Groessler motioned, seconded by Hafeman to approve the December, January and February, financial reports and Public Service Commission Annual Report as presented. Roll call vote: all yes. Motion carried.

Manager's Report:

LeCloux reviewed the attached report.

- Union employee request to modify existing boundaries of (County D, Washington Rd. and 10th Rd.). Commission needs additional information before granting request.

Office Manager's Report:

Johnson reviewed the attached report.

- 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 additional units at current cost. Estimated cost at April 30th is \$6,351. The deadline to notify the ATC of the capital call is April 20th. Hafeman motioned, seconded by Groessler to recommend the ATC purchase. Roll call vote: all yes. Motion carried. A memo will be forwarded to the City explaining the investment.
- Melissa Moren is the new Energy Service Representative from WPPI.

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

Meeting adjourned at 5:20 P.M.

President

Director

Secretary

Memo

To: Algoma Utility Commission
From: Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for **March 15, 2007** meeting

1. Power outage reset reclosures south substation.
2. Tree down due to storm, remove from power lines.
3. Assist Public works, remove trees from Evergreen Cemetery.
4. Turn off water at River Hills Motel, major leak.
5. Remove secondary service, North Pier Tap.
6. Substation maintenance.
7. Repair heater at #1 well.
8. Overhead line maintenance, Algoma Hardwoods.
9. Tree trimming.
10. Electric and Water AMR installs.
11. String overhead street light wire to replace broken URD at Lake and Feld.
12. Electric and Water locates.
13. Repair frozen water meter at 297 7th st.
14. Work on #2 well.
15. Check homes on Stasson for iron pipe.
16. Snow removal at Utility and wells, towers.
17. Hydrant snow removal.
18. Street light maintenance.
19. Truck maintenance.
20. Replace tires on tractor.
21. Read electric and water meters.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 3/15/07

Re: OFFICE MANAGER'S REPORT FOR 2/16/2007 - 3/15/2007 ACTIVITIES

Bonnie:

- Create and maintain electric and water meter cards in Harris and Access database
- Created Cognos report and mail merge document to mail landlord policies and procedures
- Prepared press release relative to winter moratorium ending
- Continued training Cheryl in Solomon Misc. A/R
- Created Cognos report and mail merge document to mail second home accounts letter to seek participation in ACH program. Currently 246 customers participate; approx. 12%
- Prepared and mailed letter to customers to update manufacturer sales tax exemption information. Received one new exemption with this reminder. Currently 17 accounts are claiming this tax exemption
- Backed up front desk
- Scheduling electric and water meter replacements
- Calculated back billing of water usage when outdoor register does not match meter
- Completed annual chlorine-hazardous material report for Jim
- Corrected electric billing error due to GE meter ERT malfunction
- 2007 year to date changes: 31 water ERT meters and 268 electric ERT meters
- 2004-'07, approx: 1,041 water and 1,163 electric meters w/ERTs have been installed

(OVER)

Cheryl:

- Pulled and filed pole cards
- Inactivated projects in Project Controller
- Cross trained with Bonnie in Solomon Misc. A/R
- Processed 13 electric commercial disconnect notices
- Issued fourth cycle of residential water disconnection notices (30). By issuing these notices, cash flow now vs. after April 15th

Nancy:

- Updated stats with 2006 data
- Filed annual Gross Receipts return
- Set up 2007 depreciation, tax and interest accruals
- Computed 2007 equipment rates
- Requested PSC approval to amortize well #1 rehab costs
- Set up 2007 recon binder
- 2006 audit done, no adjustments!
- Closed projects in G/L and project controller
- Trued up electric and water year end depreciation
- Cleared equipment clearing accounts and wrote off 2006 balances
- Completed year end G/L financials and closed year
- Installed PSC report software, completed data entry and distributed annual report
- Working with WPPI to approve Public Benefits energy conservation rebates (in absence of Energy Service Representative)
- Attended Emergency Food & Shelter Program Board meeting, for 2007 funding
- Went to MEUW Collections workshop
- Work with Foth & VanDyke and Chris on Stassen Street project, while Jim is out
- Met with new ESR, gave tour and began setting up new energy audits
- Assisted at front desk, water disconnect complaints, staff vacation and sick time