

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
April 17, 2007**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on [April 17, 2007](#) at 4:00 P.M. in compliance with the open meeting law.

Members present: Alan Groessl, Robert Hafeman, Bruce Charles and Russell Ritchie. Todd Loheny and Harold Nell were in attendance. Also present were Jim LeCloux and Nancy Johnson.

Member absent: [Guy Haasch](#).

Ritchie motioned, seconded by Groessl to adopt the agenda set for the [April 17th, 2007](#) meeting.

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

Comments of Anyone Present:

None.

New Business:

- a.) Joint metering discussion with representatives from the Public Works Committee was held. Components of the calculation, including the rate of return, (set by the Public Service Commission), was explained.
- b.) Groessl motioned, seconded by Charles to approve the Union Employee Residence Location, Addendum C, to the Union Contract. Motion carried.

Old Business:

- a.) Wiz Unwired requested attaching to the North water tower to offer wireless high speed internet to a wider range of customers. Foth engineering firm, is researching if the current railing on North water tower is a hand-rail only or if it is braced to support attachments.
- b.) Emergency Management Water Tower (north) Attachment Agreement was discussed.
- c.) Planning Commission minutes were reviewed.
- d.) Sixth Court development: utility and Foth reviewed developer's plans. Foth drafted a letter to the Utility with concerns and proposed changes.
- e.) Well #2 reconstruction – well is online, Layne-Northwest fixed the pump; still a vibration problem. Layne is investigating if the old motor is causing the problem.
- f.) Substation upgrade: no update.
- g.) The 2005 Wisconsin Act 425-Changes to Diggers Hotline Requirements was discussed and how the Act will affect water lateral location requests. A form was reviewed. Ritchie motioned, seconded by Groessl to approve the Response to Water Lateral Location Request form. Motion carried.

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

Ritchie motioned, seconded by Groessl to approve the March financial reports. Roll call vote: all yes. Motion carried.

2006 Audit report was just received, and will be approved at the next meeting.

Manager's Report:

LeCloux reviewed the attached report.

- Foth provided a letter to the Utility listing options for dealing with water quality complaints on Stassen, Dewey and Rolland streets.

Office Manager's Report:

Johnson reviewed the attached report.

Alan Groessl has served as a Utility Commissioner since 1995, this was his final meeting. Allie has received the WPPI Community Service award and the MEUW Pillars of Public Power award. Thank you Allie for 12 years of dedicated service to the Commission, we will miss you!

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

Meeting adjourned at 5:15 P.M.

President

Director

Secretary

Memo

To: Algoma Utility Commission
From: Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for February 20, 2007 meeting

1. Power outage 2233 Mueller St.
2. Frozen lateral / meter 216 Fremont St.
3. Check electric usage Farm Market Kitchen.
4. Replace 8" valve for fire protection at Olson Fab.
5. Install secondary URD at well #3.
6. Replace street light URD at Youth Club.
7. Pull pump for waste water dept. on Steele St.
8. Disconnects / Reconnects.
9. Change lights and ballasts in utility building.
10. Repair URD st. light wire on Feld & Hwy 42.
11. Splice 4/0 URD secondary wire to Jags dock.
12. Pick up used gang switch from Waunkee.
13. Remove 3/0 sec at Mobil Pump Shed.
14. Remove telephone from Mobil pump shed.
15. Power outage at 2005 Cedar Corners.
16. Repair wires at Evergreen Cemetery, going to the Chapel.
17. Remove fence from North Sub.
18. Repair valve boxes.
19. Replace down GUY Truckey's driveway, N Water.
20. Pole various poles.
21. MEUW safety training.

22. Repair Marina lights.

23. Repair 12" main WWTF.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 4/13/07

Re: OFFICE MANAGER'S REPORT FOR 3/16/2007 - 4/13/2007 ACTIVITIES

Bonnie:

- Facilitated March Harris Users Group meeting at WPPI
- Researched PSC and National Electric Code to create a letter for customers whose electric meters are inaccessible (example: due to deck being built around/over it)
- Prepared March bill stuffer with information forwarded by Melissa
- Set up new ACH customers as a result of mailing second home account letters. Currently 250 customers participate; over 12% of customers
- Updated manufacturer sales tax exemption information
- Scheduling electric and water meter replacements
- Create and maintain electric and water meter cards in Harris and Access database
- 2007 year to date changes: 74 water ERT meters and 317 electric ERT meters
- 2004-'07, approx: 1,082 water and 1,210 electric meters w/ERTs have been installed

Cheryl:

- Pulled and filed meter cards
- Worked with Bonnie to create industrial customer mailing lists and recycling customer mailing lists
- Issued 174 electric disconnect notices, winter moratorium ends April 15th
- Winter water disconnects only resulted in 2 disconnections, but proved to be excellent at increasing cash flow. Issuing water disconnect notices also reduced the amounts that may have ended up on the tax role or being written off by bankruptcies.

(OVER)

Nancy:

- Filed online annual PSC report after audit review
- Reviewed draft of audit report
- Worked with Melissa (ESR) to update 2007 Public Benefits rebate forms for front desk and new customer packets
- Discussed scholarship requirements and KEEP Program with ESR
- Planning large customer breakfast with ESR and Jim
- Attended PSC and WEC Public Benefits meeting and Council meeting
- Hosted Deferred Compensation rep. and set up new enrollees in payroll
- Researched WIZ Wireless attachment to water tower
- Filed online quarterly payroll reports
- Cross trained with Bonnie on loading and unloading handhelds
- Posted flushing notice in paper and on local cable channel
- Reviewed union's Addendum for changing residence location
- Forwarded additional information to Public Works Committee and Mayor regarding joint metering calculation
- Typed Response to Water Lateral Location request form for Jim
- Assisted at front desk, water disconnect complaints and staff sick time
- While Jim was out:: ordered supplies, arranged pick up of PMH switch gear from Waunakee, researched purchase of transformer from Waupun for Hardwoods, contacted heating and cooling contractors to obtain quotes for repairing system and arranged pick up of junked transformers through Clean Harbors. Forwarded Stassen Street customer plumbing info to Foth & VanDyke (from Chris).

A few items to consider for the May meeting:

- Annual Commission Reorganization
- WPPI Community Contributions

