

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

President Guy Haasch called the meeting of the Algoma Utility Commission to order on December 17, 2007, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie, Bruce Charles and Sylvan Konkel. Dave Liss of Foth attended via telephone. Also present: Jim LeCloux and Nancy Johnson.

Member absent: None.

Ritchie motioned, seconded by Hafeman to adopt the agenda set for the December 17th, 2007 meeting.

Charles motioned, seconded by Konkel to approve the minutes of the November 28th, 2007 meeting.

Comments of Anyone Present:

None.

New Business:

- a.) CTW will be installing the new pump at well #3.
- b.) Davies Water will be performing well line taps and meter testing for \$3,243. The line taps enable the well meters to be tested without being removed.

Old Business:

- a.) Commission reviewed the cross connection survey letter, survey sheet and waiver to complete work form. No changes were suggested. Waiver form is pending legal review.
- b.) Dixon Engineering and Layne Tank water tower inspection and maintenance proposals were reviewed. Konkel motioned, seconded by Charles, to award the cleaning, inspecting and disinfecting of the two 300,000 gallon elevated water storage tanks to Lane Tank Co., Inc. at a cost of \$4,600 inclusive. Roll call vote: all yes. Motion carried.
- c.) Liss discussed progress of the 2008 Perry, Birch and Cedar Corners project. UDSA docket meeting will be December 20th. Bid openings will be Tuesday, January 29, 2008. Liss explained an Amendment to Owner-Engineer Agreement accounting for additional projects to be completed in 2008 and 2009. Additional engineering services are estimated to cost \$58,700 for the 6th Street project in 2009 and for “in-kind” replacement/maintenance work for water tower, softener and wells. Ritchie motioned, seconded by Charles to approve the amendment and additional cost. Roll call vote: all yes. Motion carried.
- d.) Frank Avenue water main extension was discussed. Developer’s plans received DNR approval.

- e.) At this time, WS Packaging does not plan to relocate their private fire protection lateral on Flora Avenue.
- f.) Planning Commission, no utility projects.
- g.) North substation upgrade: project needs to be completed before year-end. Insurance will cover cost of new 69kV line switch.
- h.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. Utility is providing 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. Energy audit report was issued to the school district in December.

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

Hafeman motioned, seconded by Konkel to approve the [November](#) financial reports. Roll call vote: all yes. Motion carried.

Manager's Report:

LeCloux reviewed the attached report.

- Pete Haack and Tony Mueller have completed the electrical line-worker apprenticeship and will receive a journey-man certificate on January 10, 2008. Congratulations!!

Office Manager's Report:

Johnson reviewed the attached report.

- 2008 insurance proposal was reviewed. Konkel motioned, seconded by Ritchie to continue coverage with the League of Wisconsin Municipalities Mutual Insurance (represented by Insurance Services, Inc.) for all lines of liability, property, auto and workers compensation. Roll call vote: all yes. Motion carried.

At 5:10 P.M. Ritchie motioned, seconded by Hafeman 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 6:05 P.M. Hafeman motioned, seconded by Charles 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.

Ritchie motioned, seconded by Charles to accept Jim LeCloux's retirement date of May 2, 2008, approve his retirement package and begin the search for a new General Manager. Roll call vote: all yes. Motion carried.

Ritchie motioned, seconded by Hafeman to approve 2008 office (non-union) wage schedule. Roll call vote: all yes. Motion carried.

Next Commission meeting will be held Wednesday, January 16th at 4:00 P.M.

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

Meeting adjourned at 6:11 P.M.

President

Director

Secretary

Memo

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

1. Install AMR electric & water.
2. Water softener maint.
3. Substation maint.
4. Christmas dec maint.
5. Electric and water inventory.
6. Upgrade reclosures at N. sub.
7. Check low voltage problem at High School.
8. Blood borne path training.
9. Hazard communication training.
10. Change transformer at 2000 block Cedar Corners Rd.
11. Rehook cable TV wire 622 Ohio.
12. Fork lift maint.
13. Move furniture in office for new carpet.
14. Call out, blown fuse on transformer, Cedar Corners.
15. Attend Supervisor meeting.
16. Meet with Foth, Perry St water main design.
17. Attend preconstruction, Perry St. water main.
18. Meet with R.D. fro financing of Perry St water main.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 12/13/07

Re: OFFICE MANAGER'S REPORT FOR 11/17/2007 - 12/13/2007 ACTIVITIES

Bonnie:

- Continue scheduling electric and water meter replacements, with customers. Create and maintain electric and water meter cards and meter status in Harris and Access database
- Prepared Cognos report for second homes and did mail merge letters to customers providing ACH information and inquiring about second home status (sales tax issue)
- Scheduling cross connection surveys with customers, in conjunction with continuing water meter replacements. Maintain status of cross connection surveys
- Cross-trained (and completed) November monthly sales, PCAC, sales tax and journal entry
- Continue to learn the new Harris billing software and submit Track-It's to WPPI to identify problem areas which require resolution
- Provided guidance in processing of tax roll write off in Harris
- 2007 year to date changes: 525 water ERT meters and 786 electric ERT meters
- 2004-'07, approx: 1,517 water and 1,675 electric meters with ERTs have been installed

Cheryl:

- Cross trained with Bonnie on tax roll penalty
- Entered operating and maintenance budget figures in Solomon
- Issued 20 commercial disconnects
- Issued 21 water disconnects
- Identified problem with pending payments not getting penalty after due date

(OVER)

Nancy:

- Attended final MEUW Management Certification course, certification will be issued for completion of the two year program
- Working with Boardman Law Firm on proposed Verizon water tower attachment (South side), legal fees being funded by Verizon
- Researching server and PC problems with WIZ
- Discussed energy conservation projects and energy audits with ESR-provided data
- Bonnie cross-trained on monthly sales, PCAC, sales tax and journal entry
- Calculated several job estimates and refunds due on estimates, discussing 2008 projects
- Discussing cross connections program with staff, developing billing rates
- Discussing SRC water rate case with PSC and working on electric rate case with WPPI
- Meeting with banks to discuss ways to improve earnings
- Attended fraud prevention banking meeting
- Issued rejection letters to applicants for Utility Clerk position
- Updating internal organization chart and internal controls checklist
- Drafting job description and job ad for new Billing Clerk vacancy, reviewing resumes and wage ranges, updating SOPs for new position
- Attended blood borne pathogens class, forwarded noncompliance issues to Jim
- Attended USDA docket meeting for 2008 water projects, gathering data for next meeting and researching interim financing
- Coordinated meeting with insurance field auditor and our Foreman to review filed insurance claim for damaged substation equipment (over \$35,000). Also discussing claim and providing data to adjuster
- Met with insurance representative to obtain 2008 quotes, **will need motion to accept renewal proposal**
- Handled inquiries about workers' compensation claim
- Attended meeting with REL and Foth and city representatives to discuss the 2008 Perry/Birch and Cedar Corners project
- Assisted at front desk - staff absences- covered for Jim when he was gone on vacation
- PCAC increased for December bills
- **Discuss costs of Utility interactive website**