

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
June 18, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on June 18, 2008, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie, Sylven Konkel and Bruce Charles. Also present: Jennifer Brown, Gary Paape, Richard Riederer and Nancy Johnson.

Member absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the June 18<sup>th</sup>, 2008 meeting. Motion carried.

Hafeman motioned, seconded by Ritchie to approve the minutes of the May 21<sup>st</sup>, 2008 meeting. Motion carried.

**Comments of Anyone Present:**

Jennifer Brown with Kewaunee County Economic Development Corporation was present to request funding from the WPPI Community Contribution Funds.

Gary Paape discussed the Frank Avenue project, City may replace sewer main on Frank Avenue (from Washington to Jefferson Street), in 2010. City will just be patching road in 2008.

- Paape explained the Under Power Line Tree Program and the need to replace trees on Perry Street. Ritchie motioned, seconded by Charles to approve purchasing ten low-growth trees in 2009 at a cost of \$100 each. The trees will replace old trees that were interfering with power lines. Roll call vote: all yes. Motion carried.

**New Business:**

None.

**Old Business:**

- a.) WPPI Community Contribution and Economic Development Funds will be available for local organizations that submit a written request stating the need of funds. Written requests are due to the Utility office by July 10, 2008.
- b.) Layne Tank has completed the water tower inspections, detailed reports will be issued to the Utility.
- c.) Riederer discussed progress of the 2008 Perry, Birch and Cedar Corners project. Water main installation has been delayed due to the addition of the sewer replacement.
- d.) Sixth Court water main extension is complete. The existing hydrant on Lake Street was also replaced. Next week our crew will be installing the electrical extension.
- e.) Planning Commission, no utility projects.

- f.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. A lighting upgrade is being performed at City Hall building and will also include the library and the Emergency Government areas. Utility shop lights are being upgraded. The Utilities' conservation efforts are paying off at the Utility's administrative building and shop. Measured savings using fiscal year data (May 2007 to April 2008) shows the following reductions in consumption:
- [Natural Gas use by 42.75%](#)
  - [Water use by 5.94%](#)
  - [Electric use by 25.55%](#)
- g.) WPPI's Renewable Energy Program Coordinator is reviewing Algoma High School's Community-Based Renewable project.

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

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

Charles motioned, seconded by Konkel to approve the annual audit report as presented. Roll call vote: all yes. Motion carried.

Verizon contract negotiations were discussed.

**Manager's Report:**

Riederer reviewed the attached report.

- Reviewing energy conservation and renewable energy options for the Utility to pursue.
- New well SCADA system was installed. The new unit will be programmed to run only during off-peak hours unless there is an emergency/fire.

**Office Manager's Report:**

Johnson reviewed the attached report.

**The next regular Commission meeting will be held [Wednesday, July 16<sup>th</sup>](#) at 4:00 P.M.**

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

Meeting adjourned at [5:50](#) P.M.

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President

Director

Secretary

# Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for June 18 meeting

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1. Talked to Dorner – We're going to put a new 6" valve on old hydrant. I asked them to replace it with new hydrant. This will be a \$5,570.44 extra cost. They will not use a tapping tee but will cut in a tee. Old hydrant was a lead joint.
2. We will install a new transformer at the elementary school the week of July 22<sup>nd</sup> – 24<sup>th</sup>. The transformer is here.
3. Dorner will do 6<sup>th</sup> St Court water starting on June 9<sup>th</sup>.
4. Algoma Motors – All meters and work are ready to go.
5. I ordered new poles and secondary wire for different projects.
6. Faxed energenics with accepted bid, they will be here the end of June.
7. Called Carl Gahlke, General Manager at River Falls, and Mr. Lindsey at Lakeshore Technical College, concerning Green Power and windmills.
8. Talked to Steve Birr at Forth about No. 3 and No. 5 Wells.
9. Went to Public Works with concerns about Perry St. and might do Frank Ave. I would like to replace bolts on water main on Frank Ave.
10. Talked to Al Coyer, will do hearing tests at Algoma Hardwoods, July 18<sup>th</sup> at 10:00.
11. Lane Tank will be here June 10<sup>th</sup> and June 17<sup>th</sup>.

12. Energy savings for lights – Energy Program File.
13. Melissa went to the Sewer Plant with Gary Paape on Wed. June 4<sup>th</sup>. She will go to the Algoma Youth Club also.
14. Went to Marina Committee meeting – concerns about moving Poles and Street Lighting.
15. Will attend MEUW meeting at Stevens Point, June 12<sup>th</sup> & 13<sup>th</sup>. We will receive a Safety Award for the Utilities.
16. Faxed Krause Power Engineering a signed proposal for Arc Flash Hazard Analysis.
17. Faxed and called Jays Asphalt with accepted bid in June.

#### CREW

1. Pole inspection.
2. Replaced Secondary services.
3. Replaced transformers at North Shore Medical Clinic.
4. Cleaned No. 3 Well salt tank.

# ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: Richard Riederer

Date: 6/13/08

Re: OFFICE MANAGER'S REPORT FOR 5/14/2008 - 6/13/2008 ACTIVITIES

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## **Bonnie:**

- Completed Consumer Confidence Report which was stuffed with bills mailed in June.
- Continue training on various tasks to be completed in the absence of Office Manager.
- Worked with Mary to apply perfect PCAC to utility statements for the first time.
- Review and update spreadsheets provided by WPPI to establish Commitment to Community as a separate service.
- Completed WRWA annual wage survey.
- Participated in Northstar Users Group meeting to set agenda for July meeting and discuss ways to increase attendance and participation at meetings. With more experience on Northstar (by members), it is getting more and more difficult to come up new topics.

## **Mary:**

- Assisted with making reminder calls to disconnect customers.
- Implemented the New PCAC structure.
- Scheduled meter change outs for Route 10, just a few remain, a letter will be sent in June to remaining customers.
- From Jan 08 to May 2008 E.R.T. Meter Changes: 100 water and 160 Electric.
- Since July of 2004 – approx. # of Meter with E.R.T. changes: 1589 water and 1776 Electric.

**(OVER)**

**Cheryl:**

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 176 disconnects, ended up calling 52 customers, 7 door hangers, 3 disconnected.
- Spotted customers that we should possibly request a deposit on.
- More NSF's than usual, collected check amount and fees the same day.

**Nancy:**

- Attended MEUW Annual Meeting, received certificate for completion of the two year MEUW Management course.
- Completed MEUW award forms for retired General Manager and years of service award for Commissioner.
- Received first portion of substation insurance claim: **\$30,225**.
- Reviewed final PSC issued electric and water rate tariff sheets.
- Calculated numerous job estimates.
- Conference calls with Boardman Law Firm regarding negotiating a lease with Verizon for a water tower attachment (South side).
- Completed arbitrage election form from Ehlers & Associates re: interim financing.
- Met with Alpha Terra re: safety regulations.
- Selected new CTC rate structure recommended by WPPI.
- Reviewed final draft of CCR report and well head protection plan.
- Attended 6<sup>th</sup> Court preconstruction meeting.
- Discussed energy conservation projects with ESR and WS Packaging conservation committee member.
- Reviewed final audit report from Schenck.
- Discussed new "perfect" PCAC method with staff before implementation. By applying the PCAC at the wholesale level vs. retail, the Utility's cash flow improved by **\$16,388** the first month!
- Obtaining Energy Star Certification for Algoma Utility office.
- Attended MEUW committee planning meeting for Customer Service and Accounting workshop.
- Cross training with Bonnie to cover during my absence.