

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
March 12, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on March 12, 2008, at 4:00 P.M. in compliance with the open meeting law.

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

Member absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the March 12th, 2008 meeting. Motion carried.

Hafeman motioned, seconded by Ritchie to approve the minutes of the February 20th and 27th 2008 meetings. Motion carried.

Comments of Anyone Present:

None.

At 4:05 P.M. Konkell 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 4:50 P.M. Konkell motioned, seconded by Ritchie to resume to open session with the possibility of action to take place as provided by State Statute 19.85 (2). Roll call vote: all yes. Motion carried.

Richard Riederer joined the meeting.

Konkell motioned, seconded by Charles to offer the General Manager position to Richard Riederer. Roll call vote: all yes. Motion carried. Riederer accepted the offer.

New Business:

- a.) Johnson explained the 2008 electric rate review. The electric rate application will be filed with the Public Service Commission this week, resulting in an overall average revenue increase of 4.23%.
- b.) Interim financing was discussed for the 2008 Perry, Taft and Birch Street projects. Ehlers and Associates, Inc. provided project interim financing options. Due to the current interest rate environment, a traditional note is the most reasonable option. The interest rate is currently 3.35%. Konkell motioned, seconded by Hafeman to approve interim financing utilizing a traditional note through Ehlers and Associates, Inc. Roll call vote: all yes. Motion carried.

Old Business:

- a.) Layne Tank water tower inspection and maintenance will begin as weather permits.
- b.) LeCloux discussed progress of the 2008 Perry, Birch and Cedar Corners project. Electric poles in the Cedar Corners area are being moved so the road can be widened for safety. Charles motioned, seconded by Hafeman to endorse action made by the City on March 3, 2008, to award Contract No. 2929-08-01 to Tenor Pipeline Construction for the Utility portion of the project in the amount of \$183,102.76. This amount does not include the Utility's share of the paving work to be done by the Kewaunee County Highway Department. A preconstruction meeting will be held at City Hall on March 27th at 5:00 P.M. The public informational meeting will begin at 6:00 P.M.
- c.) Planning Commission, no utility projects.
- d.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. A lighting incentive based on the electrician's proposal has been forwarded to City Hall.
- e.) No update on the Algoma High School 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 Ritchie to approve the [January](#) financial reports. Roll call vote: all yes. Motion carried.

Konkel motioned, seconded by Hafeman to approve the annual Public Service Commission report as filed by Johnson.

Manager's Report:

LeCloux reviewed the attached report.

Office Manager's Report:

Johnson reviewed the attached report.

The next regular Commission meeting will be held [Wednesday, April 16th](#) at 4:00 P.M.

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

Meeting adjourned at 5:30 P.M.

President

Director

Secretary

Memo

To: Algoma Utility Commission
From: Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for March 12 meeting

1. Shovel out hydrants.
2. Truck maint.
3. Power outage at 512 Mill St.
4. Bond neutrals on all 3 phase settings.
5. Street light maint.
6. Substation maint.
7. Conduct manager interviews.
8. Attend supervisor meetings.
9. Chris Massart attended meter school.
10. Tree trimming.
11. Locates, water and electric.
12. Repair URD service at 512 Mill Street.
13. Put out door hangers and do disconnects.
14. Haul garbage.
15. Work with T&R Electric, sold old WI Label transformer.
16. Disconnect power house fire, 230 Church.
17. Chris Massart attended meter apprenticeship school.
18. Check hydrant and winterize from house fire.
19. Rebuild distribution, move poles at CTY M.
20. Unload salt #3 well.
21. Repair chart recorder.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 3/06/08

Re: OFFICE MANAGER'S REPORT FOR 2/15/2008 - 3/06/2008 ACTIVITIES

Bonnie:

- Continue training Mary in utility billing and Northstar.
- Began training in Project Controller with Nancy.
- Updated manufacturers tax exemption file out of Cognos and created mail merge letter as a reminder to customers to determine if change is needed to customers manufacturing sales tax exemption percentage.
- Review Focus on Energy manual.
- Set up statistics codes to permit billing of vacuum breakers in Northstar.
- Completed January sales, PCAC and sales tax (including the submission of PCAC to PSC, and sales tax to Wisconsin Dept of Revenue).
- Participated in teleconference with WPPI to set agenda for the March Harris Users Group meeting.
- Completed payroll functions for February and March payrolls after training with Nancy.
- Learned final steps in truck hours to define accounts for end of month journal entry after training from Nancy.
- Sent Olson Fabrication incentive press release to Kewaunee County News for publication.

Cheryl:

- Commercial disconnects not issued yet at the time of this printing – due to early meeting.
- Trained with Mary in cash areas.

(OVER)

Mary:

- Since the ACH Stuffer was sent in the February bills 67 customers have signed up, which brings the total to 329 on ACH or 16%
- Created the stuffer for March bills which was on the Moratorium ending and WHEAP
- Reviewed Focus on Energy Binder
- Change rate on Public Fire Protection
- Continued with training in and completed my 2nd Billing Cycle
- Continued with learning the policies and procedures when different situations arise
- Re-sequenced Routes 7 & 8
- Started contacting customers in Route 10 for meter replacements

• **Nancy:**

- 2007 audit done, no adjustments!
- Completed Filed annual Gross Receipts return
- Installed PSC report software, completed data entry and distributed annual report
- Set up 2008 depreciation, tax and interest accruals
- Computed 2008 equipment rates
- Set up 2008 recon binder
- Met with WPPI rates consultant re: electric rate case
- Cross-trained Bonnie in Project Controller and Allocator and equipment journal entry
- 2007 Worker's Compensation audit completed
- Completed WPPI bond information request
- Attended General Manager interview sessions
- Finalized substation, overhead and underground rebuild project costs for Krause Power Engineering for submittal to the PSC
- Calculated several job estimates, discussing 2008 projects-met with industrial customer and Foreman to discuss electrical upgrade. Provided six options for primary extension.

(OVER)

- **Nancy continued**
- Boardman Law Firm reviewing proposed Verizon water tower attachment (South side), legal fees being funded by Verizon. Negotiating lease and rents.
- Discussed energy conservation projects and 2008 revised work plan with ESR
- Filled out 2007 annual USDA worksheet (for water loans)
- Attended USDA docket meeting for 2008 water projects, gathering data for meetings and researched **interim financing (ACTION ITEM: Motion at meeting)**