

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
April 15, 2009**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on April 15th, 2009, at 5:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Sylven Konkel, Russ Ritchie and Bruce Charles. Also present: Steve Birr with Foth, Richard Riederer and Nancy Johnson.
Member absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the April 15th, 2009 meeting. Motion carried.

Ritchie motioned, seconded by Charles to approve the minutes of the March 25th, 2009 meeting. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) The League of Wisconsin Municipalities Mutual Insurance (LWMMI) Public Official's Liability DVD was viewed. Dennis Tweedale of LWMMI held a discussion about the DVD.

Old Business:

- a.) Discussion was held about a liability claim due to water damage from a water meter breaking open. The meter manufacturer and insurance company are still reviewing the cause of the defective meter.
- b.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute. Public Works Committee may levy liquidated damages against Tenor. Tenor has filed a claim with the City and Utility for additional costs. Robert E. Lee issued Tenor a denial letter. County's 2008 blacktop bill exceeded their estimate due to billing for undercutting. An estimate for 2009 blacktop costs has not been received yet.
- c.) Sixth and Ohio Street project was awarded to Dorner, Inc. at the April 6th City Council meeting. Preconstruction meeting was held April 13th. Project is slated to begin the week of April 27th and should be done in late July.
- d.) Well #3 water softener has been on-line since March 12th. The electrical issues were repaired. CTW Corporation is requesting additional costs. The request is being reviewed and a meeting will be held with the contractor.
- e.) Planning Commission, no utility projects.
- f.) The City and Utility are participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program.
- The Utility's solar PV awning system will have software installed allowing internet users to view the energy production statistics.
 - The annual Commitment to Community Financial report was reviewed.

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

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

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

Ritchie motioned, seconded by Charles to approve the annual PSC report. Roll call vote: all yes. Motion carried.

Manager's Report:

Riederer reviewed the attached report.

Office Manager's Report:

Johnson reviewed the attached report.

- The new website is under construction. Please visit www.algomautilities.com and share any feedback on the survey forms.

At [6:35](#) P.M. Hafeman motioned, seconded by Charles to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At [6:55](#) P.M. Ritchie motioned, seconded by Hafeman to resume to open session as provided by State Statute 19.85 (2). Roll call vote: all yes. Motion carried.

No action taken.

The next regular Commission meeting will be held [Wednesday, May 20th](#) at [5:00 P.M.](#)

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

Meeting adjourned at [6:57](#) P.M.

President

Director

Secretary

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: RICHARD RIEDERER

Date: 4/08/09

Re: OFFICE MANAGER'S REPORT FOR 3/20/2009 - 4/08/2009 ACTIVITIES

Bonnie:

- Investigated and resolved water meter ERT issue with Mary.
- Created moratorium press release and forwarded to newspaper and cable channel.
- Created cross-connection document for web site.
- Tested new Federal payroll tax tables.
- Downloaded information from the DNR web site to prepare Consumer Confidence Report.
- Worked on preparing policies for various processes.
- Registered to use the Wisconsin Department of Revenue "My Tax Account" to file and pay for sales tax, state withholding tax and business tax.
- Attended Identity Theft and Scams program.
- Attended Harris Group Meeting.

Cheryl:

- We sent out 205 disconnects, winter moratorium ends April 15th.
- Sent out second and third notices for missing service agreements.
- Working closely with disconnects on general service accounts.
- Attended Identity Theft and Scams program.

(OVER)

Mary:

- Continued customizing website with our forms and information.
- Updated deposit letter language.
- Updated ACH Letters for NSF situations to be called bank returns.
- Updated descriptions in Harris to reflect “Bank Return” rather than NSF.
- Reviewed policies that Bonnie wrote/updated.
- Test read types on water meters to ensure proper readings.
- Attended Identity Theft and Scams program.
- Attended Harris Group Meeting in Sun Prairie and brief E-care demonstration.

Nancy:

- Reviewed 2008 draft and final audit report.
- Discussed new CTC & DSM annual reporting rules, energy conservation projects with ESR. Provided 18 month CTC & DSM data to ESR for report, reviewed ESR prepared report.
- Filed online annual PSC report.
- Reviewed Charter Communications Chapter 11 bankruptcy notice, reviewed special additional adequate assurance (deposit) rules and requested deposits for all ten accounts. No lost revenue as of February service billing.
- Updated MEUW Mutual Aid Binder and emergency phone contact list.
- Reviewed “Making Work Pay Income Tax Credit” changes, explained to employees and distributed W-4 forms.
- Set up online account management for life insurance billing.
- Updating staff job descriptions.
- Reviewed Unhonored Payment Policy and CCR reports issued by Bonnie.
- Updated forms and articles for Mary to post on new site.
- Discussed available USDA funding for 2009 projects with Foth and USDA.
- Scanned forms from Quarles and Brady Bond authorizing issuance of Water System Mortgage Revenue Bonds.

(OVER)

- Reviewed bank account balances for compliance with FDIC and State Guarantee Fund coverage. Researched additional custodial credit risk policy for deposits.
- WPPI Solomon support staff visited Utility to review our processes and to assist with any outstanding issues.
- Participated in AHS Reality Check day.
- Coordinating field trip day to Utility for local schools to attend. Working with ESR and General Manager on scheduled events.
- Hosted Baylake Bank's Identity Theft employee meeting.

ALGOMA UTILITIES

Memo

To: Algoma Utility Commission

From: Dick Riederer

CC: Nancy Johnson

Re: April 15, 2009

1. Crew will start turning valves and flushing fire hydrants.
2. On Friday April 10 two men will install a new transformer at the Algoma Hardwoods.
3. On April 6 I met with Gary Paape and Dale Jandrin about the cost and amount of area that was done for the construction of Perry St.
4. The softener at No. 3 Well is running fine now we have to justify the cost increase. The increase over bid is \$7,656.00.
5. I am preparing an estimate to install primary wire for a new house on the corner of Bay Road and Kirkland.
6. Working with Foth on the water main project on 6TH St.
7. I will attend the preconstruction meeting on Monday April 13 for 6th St.
8. The crew is turning water off for the people we had water running so it didn't freeze
9. CTW was notified that we had a problem with the wiring for the pump at No. 5 well. CTW came and repaired the connection.
10. I have been working with the Algoma Hardwoods to set up our hearing test and forklift training.
11. The line crew has completed installing the new bases on the street light poles on 4th St. Whatley will pay the utilities for repairing the bases.
12. On March 25 we had a watermain break at 223 3rd St. and on April 2 we had a break 1107 Navarino St.
13. On April 1 met with Gary Paape and Mr. Zastrow on the sewage pump on Steele St. We ran the softener through it cycle and observed the flow. Mr. Zastrow recalibrated the second pump setting.
14. Ordered six LED Lights for the Marina to be installed at the Degaulle Parking Lot.
15. On April 8 I will do the evaluation of our Line Crew and Meter Department personnel.
16. On April 1 I went through the Personal Protection Policies with the Crew.