

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
December 16, 2009**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on December 16<sup>th</sup>, 2009, at 5:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Sylven Konkol, Russ Ritchie and Bruce Charles. Also present: Richard Riederer and Nancy Johnson.  
Members absent: none.

Hafeman motioned, seconded by Ritchie to adopt the agenda set for the December 16<sup>th</sup>, 2009 meeting. Motion carried.

Ritchie motioned, seconded by Konkol to approve the minutes of the November 11<sup>th</sup>, 2009 meeting. Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

a.) None.

**Old Business:**

- a.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute. Tenor's insurance company is reviewing water meter damage and hydrant claim.
- b.) Planning Commission: no new projects.
- c.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.

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

Konkol motioned, seconded by Charles to approve the November financial reports. 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 American Transmission Company (ATC) voluntary capital contributions were discussed. Algoma Utilities was offered the opportunity to contribute a payment of \$4,578. Algoma has earned between 11% and 16% on this investment. Ritchie motioned, seconded by Konkol to recommend the ATC purchase. Roll call vote: all yes. Motion carried. A memo will be forwarded to the City explaining the investment.

At 5:15 P.M. Hafeman motioned, seconded by Ritchie to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At 6:25 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.

Hafeman motioned, seconded by Ritchie to approve the 2009 – 2011 Local No. 310 Labor Agreement as negotiated with the International Union of Operating Engineers and the Wisconsin Employment Relations Commission. Roll call vote: Hafeman, Konkel, Ritchie, Haasch: all yes. Charles: no. Motion carried.

Charles motioned, seconded by Konkel to approve the 2010 office (non-union) wage schedule. Roll call vote: all yes. Motion carried.

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

Meeting adjourned at 6:30 P.M.

- **Check us out on the web!** [www.algomautilities.com](http://www.algomautilities.com)

**The next regular Commission meeting will be held Wednesday, January 20<sup>th</sup> at 5:00 P.M.**

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President

Director

Secretary

# ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: RICHARD RIEDERER  
Date: 12/10/09  
Re: OFFICE REPORT FOR 11/05/2009 - 12/10/2009 ACTIVITIES

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**Bonnie:**

- Testing of transferring customer deposit via refund journal and cashiering in Northstar.
- Test of CALLS in Northstar to add ACH information, change category code/rate at time of CALL.
- Attend Northstar Users Group meeting.
- Attend Solomon year end meeting.
- Research WHEAP state vendor agreement to determine where to refund credit balances.
- Write off tax roll accounts.
- Increase balances in TRIP to reflect any added late payment fees.
- Change health insurance rates in payroll.
- Transfer and verify payroll files from Solomon to Excel to accommodate retro pay.

**Cheryl:**

- Issued 19 Commercial disconnects.
- Issued 47 water disconnects.
- Issued 114 past due notices.
- Mailed notices for missing service agreements.
- Working closely with disconnects on general service accounts.

(OVER)

**Mary:**

- Finished ERT to visual spreadsheet and updated various worksheets associated with ERT to visuals.
- Added last base read to electric access database forms.
- Set up electric & water meters in Access and Harris.
- Tested ERT read types on new water meters to ensure accuracy.
- Attended Cognos training at WPPI.
- Sent out Second Home Surveys and reviewed upon return.
- Wrote off lien processing.
- Reviewed meeting material from the annual web administrators meeting which was held in Oct. at WPPI.
- Attended Blood Borne Pathogen training.

**Nancy:**

- Requested \$3,904 in WPPI branding funds for Economic Development, Community Contributions and Co-op advertising.
- Attended WPPI Building Community Connections workshop with Dick.
- Went to WPPI year end Solomon Dynamic meeting with Bonnie.
- Provided year-to-date Commitment to Community and DSM fund balances to ESR.
- Hosted AFLAC meetings for employees.
- 2010 insurance policy review complete.
- Reviewed FCC licensing issue.
- Working with AT&T to resolve new billing contract issues.
- Updated Union Contract with 2009-2011 approved changes from special meeting.
- Attended Blood Borne Pathogen training.
- Dick and I met with insurance adjustor regarding meter damage caused by Tenor Pipeline.
- Unitized contractor work orders, verified units to new lateral cards and Excel worksheets.

# ALGOMA UTILITIES

## Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for December 16, 2009

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1. Fortress Fence installed the fence at the North Water Tower.
2. City Wide Insulation insulated the attics at No. 3 and No. 5 Well Houses.
3. The Crew rebuilt the Primary line on 5<sup>th</sup> St. from Jefferson St. to Ohio St.
4. Rebuilding the transformer setting on Navarino St. from Buchanan St. to Sunset Ave.
5. Nancy and I attended the Building Community Connection Conference at Steven Point on November 17 sponsored by WPPI.
6. On December 7 the Insurance Adjuster for Tiener Pipe came to look at our claims for water meter and hydrant for the work done on Perry St.
7. The MC Lite meter reader arrived on December 3. It is possible we will use the hand held for the December meter reads.
8. December 8 Vince from Advanced Safety Technology had our yearly training for our continued certification.