

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING**  
**April 14, 2010**

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

Members present: Guy Haasch, Russ Ritchie, Sylvan Konkel, Robert Hafeman and Bruce Charles. Also present: Gary Paape, Richard Riederer and Nancy Johnson.  
Members absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda. Motion carried.

Ritchie motioned, seconded by Konkel to approve the **March** minutes. Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

- a.) Solar Renewable Energy Distributed Generation tariff was discussed and tabled until the next meeting.

**Old Business:**

- a.) Fourth Street 2010 water main project was discussed. On Fourth Street, from Fayette Street to Margaret Lynn Avenue water main and service laterals will be replaced. The DNR approval was received. A preconstruction meeting will be held at the Utility on April 26<sup>th</sup> at 5:00 P.M.
- b.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute.
- The Utilities' insurance company is reviewing the meter claim denied by Tenor's insurance carrier.
- c.) Planning Commission: no new projects.
- d.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.
- The Waste Water Treatment Facility continues to upgrade lighting.

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

Konkel motioned, seconded by Charles to approve the **March** financial reports. Roll call vote: all yes. Motion carried.

The annual audit report should be available for the next meeting.

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

**Manager's Report:**

Riederer reviewed the attached report.

- Village of Balsm Lake will be purchasing our 1990 GMC and the attached valve turner for \$3,000.
- This truck will be replaced with a 2009 GMC work truck. Total cost including retrofits is approximately \$28,590. This cost is under the approved budgeted amount of \$30,000. Hafeman motioned, seconded by Ritchie to approve the purchase. Roll call vote: all yes. Motion carried.

**Office Manager's Report:**

Johnson reviewed the attached report.

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

Meeting adjourned at 5:55 P.M.

**The next regular Commission meeting will be held Wednesday, May 26<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: 4/8/10  
Re: OFFICE REPORT FOR 3/12/2010 - 4/08/2010 ACTIVITIES

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**Bonnie:**

- Participated in the following WPPI webinars: MOC, Credit Control and Customer Deposit.
- Prepared cross connection and water meter information for review.
- Prepared annual water Consumer Confidence report.
- Worked with various customers and mortgage companies regarding foreclosure issues.
- Completed disconnections process in Cheryl's absence.
- Worked on update of service applications to allow for customer validation.
- Completed time of day use set up and testing with Mary.
- Completed and trained Mary in updating various Northstar and Cognos reports to accommodate time of day metering.
- Researched and corrected customer deposit issues in Northstar.
- Processed end of quarter payroll information.
- Updated Central Contractor Registration for the government allowing payment authority to Algoma Utilities.
- Balanced first quarter TRIP reports.

**(OVER)**

**Mary:**

- Distinguished between personal and business checking accounts for customers on our ach program due to NACHA rule. Contacted some customers to verify account type.
- Changed class code on ACH accounts to reflect proper checking account type.
- Tested TOD meter setups & installs at test site and permanent site.
- Added RG-2 category to sales reports.
- Set up new rate (8-8) for TOD metering.
- Attend Harris Group Meeting at WPPI.
- Participated in the WPPI MOC Training Webinar,.Credit Control and Customer Deposit.
- There were approximately 80 calls and final bills for the month of March.
- Tested meters for read type and number of dials.
- Updated website.
- Service applications: started to obtain passwords, photo id and verifying new customers to prevent identity theft.

**Nancy:**

- Reviewed 2009 draft audit report.
- Installed updated PSC report software, completed data entry and distributed annual report.
- Filed online annual PSC report.
- Working with banks on foreclosure case involving several rental properties.
- Closed and filed 2009 Project files, set up 2009 C.W.I.P. files.
- Online filing of Federal W-3 and W-2's complete.
- Watched in WPPI MOC training webinar.
- Reviewed WPPI solar tariff
- Discussed energy conservation and renewable energy projects with ESR.
- Dick and I met with a Verizon sales representative, reviewed Cellcom contracts.
- Calculated special water billing due to customer's pipes breaking.

# ALGOMA UTILITIES

## Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for April 14, 2010

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1. The rebuilding of the secondary and transformer settings are completed from 6<sup>th</sup> St. and Division St. between Adams and Washington St.
2. Scott and Christopher attended the three day water conference in Green Bay on March 24 –26.
3. The first time of day meter was installed on March 31 for a residential customer.
4. April 15 we will start flushing hydrants.
5. The trenching and installation of new wire and conduit for the parking lot lights for WS Packaging on Flora Ave. is completed.
6. Installed a secondary pole on East Greenfield to eliminate the low wire concern.
7. We have worked with the City Crew on tree removal.
8. We wired No. 3 Well and No. 5 Well to run the chlorinators in emergency situations.
9. Motion activators will be installed on the lights in the hallways and vestibules at the Office.
10. The Office wiring for the extra circuit to run off the auxiliary generator is about completed.
11. The Crew earned the MEUW Safety Achievement award for 2009.