

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING**  
**May 26, 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, Sylven Konkell, Robert Hafeman and Bruce Charles. Also present: Russ Stoller, Richard Riederer and Nancy Johnson.  
Members absent: none.

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

**Internal Organization:**

The Commission conducted the annual internal organization. Charles motioned, seconded by Ritchie to maintain the current positions as follows: Guy Haasch as President, Robert Hafeman as Vice-President and Russell Ritchie as Secretary/Treasurer. Guy Haasch and Sylven Konkell will continue as representatives on the Planning Commission. Roll call vote: all yes. Motion carried.

Ritchie motioned, seconded by Konkell to approve the April minutes. Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

a.) None.

**Old Business:**

- a.) WPPI Energy Solar Renewable Energy Distributed Generation tariff was discussed. Ritchie motioned, seconded by Hafeman to approve the tariff as presented. WPPI Energy will file the tariff with the PSC for their review and approval.
- b.) Fourth Street 2010 water main project went well and is substantially complete. Black topping is planned for later this summer.
- c.) 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 paid the meter claim, less the deductible, denied by Tenor's insurance carrier.
- d.) Planning Commission: no new Utility projects.
- e.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.
  - The Waste Water Treatment Facility received Focus on Energy and WPPI funding for the first phase of the lighting upgrade.

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 [April](#) financial reports. Roll call vote: all yes. Motion carried.

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

**Manager's Report:**

Riederer reviewed the attached report.

**Office Manager's Report:**

Johnson reviewed the attached report.

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

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

**The next regular Commission meeting will be held [Wednesday, June 16<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: 5/20/10  
Re: OFFICE REPORT FOR 4/14/2010 - 5/20/2010 ACTIVITIES

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## **Bonnie:**

- Appointed to WPPI Customer Information System (CIS) Committee where I attended and participated in a week long CIS meeting.
- Participated in Payment Plan Webinar.
- Prepared foreclosure letters for customers after notices are found in the local paper. Worked with customers and mortgage companies in regards to various foreclosure issues.
- Completed paperwork for TRIP to allow for electronic submission of payments.
- Received \$190.96 from the Wisconsin Department of Revenue for state fuel excise tax refund submission. Signed up for electronic filing of state fuel excise tax refund claims.
- Researched customer refunds for LIHEAP and CTC payments.
- Scheduled cross connection and meter replacements with the following results:

17 Cross connections scheduled

9 cross connection surveys have failed

19 cross connection surveys have passed

9 remain failed from last year

## **Cheryl:**

- In March we sent out 184 disconnection notices, 11 meters were disconnected.
- In April we issued 182 disconnect notices, 5 meters were disconnected.
- Following up with customers on service agreements.
- Updated new customer packets.
- Hosted and attended FEMA Board Meeting.

**(OVER)**

**Mary:**

- Continued to work with the bank and WPPI on distinguishing between personal and business checking accounts when transmitting ACH file to comply with NACHA rules.
- Compiled billing histories for Bank foreclosure accounts.
- Worked with disconnect customers and requested deposits from disconnection customers.
- Reviewed budget accounts to see how the reconcile month will look. Contacted several customers with updates.
- Re-sequenced meter reading route 14.
- Participated in WPPI Payment Plan Arrangement Webinar.
- Worked on accounts payable, (cross training).
- Reviewed, updated and ordered billing statements and updated website.

**Nancy:**

- Received League of WI Municipality \$2,785 insurance dividend.
- Received \$5,904 from Chub insurance for Tenor's damage to our water meters.
- Responded to PSC regarding customer deposit complaint.
- Reviewed and edited several policies, customer letters and forms.
- Researched Post Employment Benefit account option with North Shore Bank.
- Working with bank and property manager on foreclosure case and bankruptcy filing involving several rental properties.
- Provided 2010 budget numbers for several City Departments.
- Updated private well permit and letter and listing, issued requests.
- Dick and I went to a regional exercise planning for long term power outages.
- Hosted Benefit Company meeting for employees.
- Attended MEUW planning meeting for Customer Service and Accounting workshop.
- Went to MEUW Bankruptcy seminar with Bonnie and watched Americollect Bankruptcy and Skip Tracing Webinars.
- Attended 4<sup>th</sup> Street preconstruction meeting.
- Went to National Theatre for Children energy conservation performance at school.

# ALGOMA UTILITIES

## Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for May 26, 2010

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1. On April 21 I attended the final class for the Management Certification in Marschfield.
2. On April 28 Bob Hafeman, Christopher Massart and I attended WPPI regional meeting at Kimberly.
3. The Line Crew is working on the rebuilding the circuit on 6<sup>th</sup> Street
4. May 3 we started the water main project on North 4<sup>th</sup> Street. The water project will be finished on May 19.
5. May 12 was the recycling day for light bulbs and electrical components.
6. On May 13 Nancy and I attended the Kewaunee County Emergency Management long term power outage in Green Bay.
7. On May 21 Nancy and I will attend the Board of Directors meeting and the dedication of the WPPI offices.
8. We received the 2009 GMC pickup on May 5 .
9. We started receiving quotes on the blacktop for North 4<sup>th</sup> Street and the water break patches.
10. We have started the water meter testing and cross connection survey in customer's homes.
11. We send out notices to the people with private wells that the renewal of their 5 Year license is due in June.
12. On May 20 we will meet with Verizon to switch to their company for our cell phones.
13. On May 16 I attend the Algoma High School award ceremony and presented Kyle Cornelius with a \$500 Scholarship from the Algoma Utilities and WPPI.