

MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING
July 21, 2010

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order at 5:00 P.M. in compliance with the open meeting law.

Members present: Sylvan Konkol, Russ Ritchie, Robert Hafeman and Bruce Charles.
Also present: Richard Riederer and Nancy Johnson.
Member absent: Guy Haasch.

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

Ritchie motioned, seconded by Konkol to approve the June minutes. Motion carried.

Comments of Anyone Present:

None.

New Business:

a.) None.

Old Business:

- a.) Written requests for the 2010 WPPI Energy Community Contribution Funds and Economic Development Funds were reviewed.
- Konkol motioned, seconded by Charles to allocate the Community Funds as listed: \$250 to each of the following: Algoma Baseball Club for Perry Field baseball field renovations, Algoma Medical Center & Long Term Care Unit for resident patio renovations, Algoma Police Department for the Algoma's Night Out festivities, the Literacy Partners of Kewaunee County for the Student Scholarship fund, and \$500 to the Annual Halloween Walk. Roll call vote: all yes. Motion carried.
 - Konkol motioned, seconded by Charles to award the \$1,000 Economic Development grant to the Kewaunee County Economic Development Corporation and the Farm Market Kitchen for co-location of their offices, resulting in creation of semi-professional positions. Roll call vote: all yes. Motion carried.
- b.) Post Employment Health Care Reimbursement Plan was tabled.
- c.) Deferred Compensation Savings Program was tabled.
- d.) Fourth Street 2010 water main project is complete.
- e.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute.
- f.) Planning Commission: no new Utility projects.
- g.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.
- The Utility recently installed lighting motion sensors in the hallways and vestibules. Since 2007 the power consumption at the Utility Administrative building and shop has been reduced by 46%.

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

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

Manager's Report:

Riederer reviewed the attached report.

- Konkel motioned, seconded by Charles to purchase a backup 2,000 KVA transformer, to increase power supply reliability for our large business customers. Cost is estimated to be \$21,000. Roll call vote: all yes. Motion carried.
- The Department of Natural Resources conducted its annual investigation of the Utility's water supply system. The study concluded that the operation of the system is very good. The DNR did make several recommendations that are being addressed.
 - A well head protection plan and ordinance will need to be adopted by the City.
 - The City will need to adopt a revised ordinance for cross-connection inspections that addresses the complex commercial and industrial customers.
- Charles motioned, seconded by Konkel to allocate \$125 of the WPPI Energy branding funds to the Algoma Area Education Foundation's annual fundraiser. Roll call vote: all yes. Motion carried.

Office Manager's Report:

Johnson reviewed the attached report.

- A presentation about Public Fire Protection was given to the City Council.

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

Meeting adjourned at **6:10** P.M.

The next regular Commission meeting will be held Wednesday, August 25th at **5:00 P.M.**

President

Director

Secretary

ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 7/15/10
Re: OFFICE REPORT FOR 6/09/2010 - 7/15/2010 ACTIVITIES

Bonnie:

- Participated in Webinar for WPPI Customer Information System (CIS) Committee to determine how RFP's are to be scored.
- Reviewed, analyzed and summarized 4 RFP's for WPPI CIS committee.
- Attended WPPI CIS committee meeting to prepare a "short list" of CIS vendors.
- Received \$39.83 refund from Wisconsin Department of Revenue for January - March off road fuel excise tax.
- Scheduled cross connection and meter replacements with the following results:
32 cross connection surveys have failed, 6 of which are from 2009
50 cross connection surveys have passed.
- Research MVRS to disable ERTs and load only electric meters in handheld for visual to ERT reading verification purposes.
- Balance quarterly TRIP reports.
- Prepare and mail letters regarding propertied identified as foreclosures.
- Attend Payroll Law training with Nancy.

Cheryl:

- Sent out 205 disconnection notices in July.
- Following up with customers on service agreements.
- Working closely with assistance programs.
- Worked with customers to set up payment plans for deposits requested.
- Attended E.F.S.P. county assistance meeting.

(OVER)

Mary:

- Created the order form and informational stuffer regarding Public Power Week in October. The first 500 customers can return the form and pick one free energy conservation item to be picked up in October.
- New budget amounts were set for customers on our budget program. Letters were sent to those who expressed interested in participating in our budget plan. Of the five letters sent three customers decided to participate.
- Worked with disconnect customers and set up deferred payment agreements.
- Water meter change outs for meters that are due to be tested have begun. Processed change outs and entered tests results in appropriate areas.
- Billed for cross connections items.
- Temporary deduct meters and pool filling forms continue to be utilized by customers.
- The annual ERT to visual comparisons for electric meters was completed.

Nancy:

- Set up new investments to maximize earnings.
- Researching new credit/debit card payment options.
- Settled frozen meter claim with customer.
- Filed proof of claim for bankruptcy.
- Forwarded account to collection agency.
- Bonnie and I went to a Payroll Law seminar.
- Cheryl and I attended the E.F.S.P. county assistance meetings.
- Dick and I attended the MEUW Annual Conference.
- Updated private well permit listing and filed renewal permit applications with fees.
- Assembled WPPI Community Contribution and Economic Development fund request packets.

ALGOMA UTILITIES

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for July 21, 2010

1. The Line Crew installed one span of Hendrix cable on the feed between Division and Mill on Jefferson St.
2. We are checking the electric meters for accuracy.
3. . The water main on North 4th St. between Fayette and Margaret Lynn is completed.
4. The rebuilding of the 6th Street circuit is completed.
5. The 2002 Versalift will go to Utility Sales to have the hydraulic hoses replaced. The work is scheduled for the week of July 19.-
6. .Wolf Bros will do their annual inspection of the AC unit July 16.
7. On July 13 Christopher attended a cross connection class in Kaukauna.
7. The Algoma Utilities received their Sanitary Report for 2010 from the Department of Natural Resources with 4 recommendations
8. We are working on the budget for 2011.