

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
November 11, 2009**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on November 11th, 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: Richard Riederer and Nancy Johnson.

Members absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the November 11th, 2009 meeting. Motion carried.

Ritchie motioned, seconded by Konkel to approve the minutes of the October 21st, 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.
- 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.
 - WPPI Energy staff has been assisting the City with application information for Energy Efficiency and Conservation Block Grant (EECBG) funding.

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

Konkel motioned, seconded by Hafeman to approve the October 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.

At 5:10 P.M. Charles 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 5:12 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.

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

Meeting adjourned at 5:13 P.M.

- **Check us out on the web!** www.algomautilities.com

The next regular Commission meeting will be held Wednesday, December 16th at 5:00 P.M.

President

Director

Secretary

ALGOMA UTILITIES

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for November 11, 2009

1. We listened to the phone conference on H1N1 hosted by MEUW.
2. Cort Theys completed his sessions for Personal Safety and Health.
3. Installed a URD Primary Switch cabinet on Feld St. and Highway 42.
4. Repaired four water valves in the water system.
5. Awarded the insulation contract for wells No. 3 and well No. 5 to City Wide Insulation.
6. The water valves are all turned and the new valve machine worked great.
7. We ordered the MC Lite meter reader from Border States with 40 three phase meters. We should have the meter reader in four weeks.
8. On November 4 we will have had our Lamp and Ballast Recycling .
9. We received our check form Solomon Corp. for our old transformers. On November 4 Solomon will pickup three more old transformers.
10. We will install the Christmas decorations on November 12.
11. On November 4 I will attend the MEUW District Dinner Meeting at Little Chute the meeting will be staffed by Dave Benforado.
12. On November 17 I will attend WPPI Energy Building Community Workshop at Stevens Point.
13. The crew will replace the old hydrant on the corner of Mill St. and Navarino St.

ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 11/05/09
Re: OFFICE REPORT FOR 10/16/2009 - 11/05/2009 ACTIVITIES

Bonnie:

- Updated format of lien processing landlord letter in Cognos.
- Assisted Mary with questions regarding lien processing steps as needed.
- Prepared list of 1.25" water meters to determine the water meter size as opposed to size of service.
- Scheduled cross connection surveys and resurveys. Year to date, 189 cross connections surveys have been completed with an additional 4 scheduled for re-survey. 173 of the surveys passed while an additional 12 require re-inspection that is not scheduled.
- Prepared letter to property owner regarding joint metering of electric/water services.

Cheryl:

- Issued 19 Commercial disconnects.
- Issued 11 water disconnects.
- Issued 154 past due notices.
- Mailed notices for missing service agreements.
- Working closely with disconnects on general service accounts.
- Assisted with lamp recycling day.

(OVER)

Mary:

- Assisted with disconnect reminder calls, DPAs etc.
- Attended Harris/Northstar Convention Oct 20th thru Oct 25th.
- Lien processing is in process.
- Updated website's front page and with other monthly updates.

Nancy:

- Filed P.S.C. Fall Reconnection report.
- Reviewed tax roll lists.
- Forwarded Community Contribution and Economic Development fund recipients to newspapers.
- Discussed grant funding opportunities with ESR.
- Filed annual Unclaimed Property report.
- Worked with WPPI to eliminate two meter reading lines that are no longer needed, saving approximately \$250 annually.
- Filed quarterly 941 and State UC reports.
- Requested \$3,400 in WPPI branding funds for new logo.
- Updated job descriptions for staff and reviewed goals and accomplishments.