

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
October 21, 2009**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on **October 21<sup>st</sup>, 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: Gary Paape, Richard Riederer and Nancy Johnson.  
Members absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the **October 21<sup>st</sup>, 2009** meeting. Motion carried.

Charles motioned, seconded by Hafeman to approve the minutes of the **two September 16<sup>th</sup> meetings and the October 7<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.
- b.) Planning Commission: the Utility has provided job estimates for electric and water services to the potential convenience store development.
- c.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.
  - Office of Energy Independence will be accepting applications for energy efficiency projects. WPPI Energy staff are available to help members who have planned and developed projects, to apply 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.

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

The capital and operating and maintenance budgets were reviewed. Hafeman motioned, seconded by Ritchie to approve budgets 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.

No closed session.

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

**\*\*NOTE DATE CHANGE\*\* The next regular Commission meeting will be held Wednesday, November 11<sup>th</sup> at 5:00 P.M.**

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

Meeting adjourned at 5:35 P.M.

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President

Director

Secretary

# ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: RICHARD RIEDERER  
Date: 10/15/09  
Re: OFFICE REPORT FOR 9/11/2009 - 10/15/2009 ACTIVITIES

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**Bonnie:**

- Prepared vacant properties listing in preparation of colder weather.
- Participated in Itron W60 webinar.
- Tested new state withholding tax tables.
- Updated and forwarded press releases to local newspapers.
- Tested information in Harris test file to Solomon journal entry for accuracy.
- Scheduled cross connection surveys and resurveys. Year to date, 189 cross connections surveys have been completed with an additional 4 scheduled for survey or re-survey. 169 of the surveys passed while 16 require re-inspection
- Trained Mary on entry of new water rates.
- Cross trained Mary in accounts payable.

**Cheryl:**

- Issued 185 disconnect notices.
- Disconnected 7 with all reconnected.
- Mailed notices for missing service agreements.
- Working closely with disconnects on general service accounts.
- Collected a generous amount of items for public power week.

(OVER)

**Mary:**

- Assisted with disconnect reminder calls, DPAs, etc.
- Developed stuffer for LED Holiday Light rebate offer.
- Worked on website – updated per the recommendations of WPPI.
- Participated in the Lien Processing webinar.
- Participated in Itron W60 webinar.
- Continued with entering the ERT to visual electric readings with variances of 3 kWhs or less on spreadsheet.
- Cross trained with Bonnie in Accounts Payable as a refresher.
- Cross trained with Bonnie on sending a positive pay file.
- Attended MEUW's Customer Service & Accounting Conference.
- Attended KCEDC Power Breakfast presentation on social media – website ideas.
- Implemented and tested new water rates effective 9/29/09.

**Nancy:**

- Analyzed WI P.S.C. tax remainder assessment (on revenues).
- Met with insurance representatives and reviewed updates for 2010 policy year. Performed re-evaluation of all buildings, property and contents.
- Reviewed bankruptcies and tax roll processing w/staff – legal flow to tax bill at county collection level.
- Updated Worker's Comp. rates in payroll, reviewed new state tax withholding tables.
- Completed electric and water operating and maintenance, and capital budgets.
- Worked with AT&T on new Centrex phone contract to cut costs.
- Calculated several job estimates.
- Recorded DNR Ahnapee Trail easement.
- Reviewed several customer letters and monthly billing stuffer.
- Telephonic Public Hearing regarding water rates held with P.S.C.
- Attended WPPI's annual meeting with Richard.
- Attended MEUW's Customer Service & Accounting Conference with Mary.

# ALGOMA UTILITIES

## Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for October 21, 2009

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1. The Crew replaced the transformer setting at Denny's Super Value on October 6. We had the cooperation of Super Valu and we were able to start at 7:00 P.M.
2. We replaced the 750 KVA transformer at the Algoma Lumber. Co. with a 1000 KVA.
3. The first phase for the Highway 42 Circuit was completed.
4. The fire hydrants are winterized.
5. The water valve maintenance should be completed by October 23.
6. We replaced the water shut off valve at the Algoma Fire Station. The crew will finish the concrete the week of October 19.
7. Peter Haack attended the MEUW seminar on Substations at Marshfield on October 8.
8. Cory Theys will attend the Personal Protective Equipment class on October 15 in Bonduel.
9. On October 3 we took some Hazardous Waste to the collection at the Hillside County Shop.
10. We have been preparing some estimates for possible future work.
11. I have examined the pay request for 6<sup>th</sup> Street and the Algoma Lumber water main project.
12. We have received a few inquiries on the 1990 pickup truck and valve turner.
13. We received a new quote from Border States on the MC Lite with an order of three phase meters. We put the quote in your packets.
14. We sold some old transformer to the Solomon Corporation and they picked them up on Sept.15.