

**Utility Commission Meeting**  
**Monday, January 6, 2025**  
**6:00 PM at Utility Office Building**

Members Present: Robert Affeld, Ross Canniff, Dave Gratton, Bart Coons, Dick Evans, Mayor Wegener, Nick Gahlman, Alex Smudde

Members Absent: none

Also Present: Laurie Runyan

- I. The meeting was called to order at 6:00 PM and roll call was taken. Motion by Canniff/Coons to approve the agenda. Motion carried 5-0.
- II. Motion by Gratton/Coons to approve the minutes as amended from the previous meetings. Motion by carried 5-0.
- III. Public Appearances/Comment. Kira from MSA was present to answer any questions about the WWTP project.
- IV. Monthly Business:
  - A. Approve Vouchers and Checks. Motion by Coons/Evans to approve payment of WPPI Invoice for \$252,000.84 and checks of \$2,113,383.29. Motion carried 5-0.
  - B. Review Prior Month Income Statement.
  - C. Council Acts Affecting Utility. Resolution 55-2024 (A Resolution Awarding the Construction Contract for the 2025 East Oak Street Reconstruction Project).
  - D. Consumption Loss.
  - E. Review Totals of Delinquent Customers.
- V. Report of Officials:
  - A. Utility Accountant
    1. Audit is scheduled for March 12-14.
  - B. Electric Superintendent
    1. Discuss and possibly approve snowplow. The new skid loader has tracks making the current plow too narrow. DPW uses it for plowing sidewalks, so we got a trade-in price from Midstate of \$4500 to sell this one to DPW and we will get a new larger one to replace it. Motion by Coons/Canniff to purchase a bigger plow and sell the current plow to DPW for \$4500. Motion carried 5-0.
    2. Projects Update. Had a meeting at the WWTP to discuss the work done on the damaged transformer with Staab. They agreed to cover any future costs that would've been covered with the original structural warranty. Installed an additional service at Glander Transit storage unit, they were invoiced for it. We've been doing some maintenance on our equipment, waxing the boom of the bucket truck, changed the blades on the brush cutter; we brush cut by our junction boxes along the Goose Trail and our overhead poles going to the WWTP. We inspected the 2<sup>nd</sup> house to the south in the house fire and restored service; the northern-most house is still out, there's significant work to be done to the wire before it can be restored. Had a planned outage at Sensient so a tree trimming company could take down a tree next to a pole. We are doing the prep work for implementing the new OpenPoint software. Sunset View has solar on the top units, and the units that are empty have credit balances on their bills due to solar credits. PSC rules state that we cannot disconnect the solar

even with no tenants, so hopefully those units get filled soon. Their street lighting that has solar are basically just paying the fixed meter charge because of solar credits. We're getting the manlift for removing the poles for the Rec Dept on Monday; Sunbelt is giving us a discount on the rental, so the cost will be lower than the original estimate. Next week I will be at the MEUW conference, Nick K and Dylan will be attending for 1 day. Eric, our Energy Services Mgr from WPPI, is retiring in April; we will be part of the hiring process for his replacement.

C. Water/Wastewater Superintendent

1. Projects Update. WWTP upgrade: Old MCC panels are removed and we're on all new electrical switchgear, raw pumps will be installed in about 2 weeks, sand filters should be going online next week; south clarifier went on last week, needs a few adjustments; changed some settings on the boiler system, running better; new bar screen will be installed later this week; substantial completion is March 1<sup>st</sup>; have a few issues with effluent ammonia and need to find a balance for phosphorus and ammonia. We accepted an offer from Total Energy for the old propane tank for \$4,000, received payment today, they will remove it by July. Our new operator, Troy Kehoe, started and is doing a good job. We started training on Dec 5<sup>th</sup> with the oxidation ditch manufacturer. Submitted the 2024 form for the lead public education we distributed, at that time we found out that the requirements changed and we weren't notified; we need to distribute this information until the last of the lead pipes are removed, which will be this year.

VI. President: Didn't make it to the WPPI board of directors meeting, Nick went in my place. Did research on time clocks in other communities, found most are not using them; have a meeting set up with Boardman & Clark to explain the process of writing the part of the WWTP personnel agreement we need to work on for the employee handbook, they will speak with Pam re: payroll and will get back to me, then will decide if we need to meet with the full commission.

VII. Mayoral Comments: nothing to report

VIII. Old Business: none

VI. New Business: none

Motion by Coons/Canniff to adjourn meeting at 6:46 pm. Motion carried 5-0.

Minutes recorded by: Laurie Runyan