

Utility Commission Meeting
Monday, February 3, 2025
6:00 PM at Utility Office Building

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

Members Absent: Bart Coons

Also Present: Laurie Runyan

- I. The meeting was called to order at 6:00 PM and roll call was taken. Motion by Canniff/Evans to approve the agenda. Motion carried 4-0.
- II. Motion by Gratton/Evans to approve the minutes as amended from the previous meetings. Motion by carried 4-0.
- III. Public Appearances/Comment. None
- IV. Monthly Business:
 - A. Approve Vouchers and Checks. Motion by Canniff/Gratton to approve payment of WPPI Invoice for \$255,384.22 and checks of \$639,301.47. Motion carried 4-0.
 - B. Review Prior Month Income Statement.
 - C. Council Acts Affecting Utility. None
 - D. Consumption Loss.
 - E. Review Totals of Delinquent Customers.
- V. Report of Officials:
 - A. Utility Accountant

Discussed how poorly our new phone system works. Commission and Mayor suggested looking into other phone systems. Working on audit prep.
 - B. Electric Superintendent
 1. Discuss and possibly approve underground contractor bid. Bids were submitted with unit pricing and a 'task order' is to be created for any project we decide to do. Motion by Evans/Canniff to award bid to J&R Underground LLC, and is contingent on approval of bid from the City Attorney. Motion carried 4-0.
 2. Projects Update. Staab paid the invoice for the work done on the damaged transformer, and has signed the Structural Warranty making them responsible to cover any future costs that would've been covered with the original structural warranty. We were able to remove the light fixtures on Addie Joss field in 1 day, the rest of the removals we can get with the Digger Derek this week. We reconnected a riser pole by Village Garden, upgraded conductor size to accommodate 200 amps. The transition to OpenPoint software is moving along, the GIS map is getting finalized, we'll be starting inspections to obtain asset data needed, improving transformer loading data, will be identifying our phasing. Filed the biannual PSC preventive maintenance report, it notifies the PSC that we are adequately replacing and inspecting our system. The digger and bucket trucks went in for annual testing, both had a few things noted, majority of them were covered under warranty. We continue to do tree trimming on the Goose Trail; as part of our budget, we'll be planting some trees along there, will possibly make it an "event" around Arbor Day. Working on inventory for the audit.

C. Water/Wastewater Superintendent

1. Discuss and possibly approve WWTP project change orders. Asked MSA for change orders, we'll have a special utility commission meeting to discuss them when they are completed, will have meeting at the WWTP.
2. Projects Update. In December we reported ammonia discharge violations, they continued through most of January; changed a few things and levels have returned to acceptable levels. Got another DNR notice in December for our phosphorus discharge, we violated by 16/1000 of a pound. LW Allen installed the new raw pumps, they're showing about a 21% increase in flow, scrapped old units. Also replaced the whole seal water system; checking on motors getting rebuilt. Started new pumps, running on VFD's now; sand filters are back online and will backwash automatically. Staab and Pieper Electric will be offsite in the next few weeks. During the cold weather recently, WPPI notified us of excessive water usage on 2 homes that Pam knew were vacant, so we shut the water off at the curb stop. Sold the old aeration blowers to Sensient. Verizon is adding more providers to their tower.

VI. President:

1. Review, discuss and possibly approve changes to Section 201- Item 1 of employee handbook. The proposed changes were approved by Boardman & Clark. Motion by Affeld/Evans to approve the new verbiage for Section 201- Item 1 of the employee handbook. Motion carried 4-0.

The sewer plant update meeting is Feb 20th at 10AM for anyone wanting to attend. WPPI's annual meeting will be in Green Bay this year, Sept 17-19th.

- VII. Mayoral Comments: Suggested having at Open House at the WWTP when the upgrade project is completed. The potential housing development on S Main will not be moving forward at this time.

VIII. Old Business: none

VI. New Business: none

Motion by Evans/Canniff to adjourn meeting at 7:06 pm. Motion carried 4-0.

Minutes recorded by: Laurie Runyan