

**Utility Commission Meeting**  
**Monday, May 5, 2025**  
**6:00 PM at Utility Office Building**

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

Members Absent: none

Also Present: Laurie Runyan, Kyra Cassidy

- 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. Motion carried 5-0.
- II. Motion by Coons/Evans to approve the minutes from the previous meetings. Motion by carried 5-0.
- III. Public Appearances/Comment. Kyra Cassidy from MSA to discuss WWTP Change Order #7 and Contract Amendment.
- IV. Monthly Business:
  - A. Approve Vouchers and Checks. Motion by Coons/Lee to approve payment of WPPI Invoice for \$264,157.07 and checks of \$422,875.69. Motion carried 5-0.
  - B. Review Prior Month Income Statement.
  - C. Council Acts Affecting Utility. Resolution 2-2025 (Appointments to Committees)
  - D. Consumption Loss. Had 20 disconnects, 3 are still off.
  - E. Review Totals of Delinquent Customers.
- V. Report of Officials:
  - A. Utility Accountant
    1. Review and discuss scholarship applications and select winners. Scholarships were reviewed. Motion by Coons/Lee to award a \$1,000 scholarship to applicants #2 and #3. Motion carried 5-0.
    2. Discuss and possibly approve unrestricting cash in depreciation funds. The auditors requested the depreciation funds be unrestricted since they are from 2016. Motion by Coons/Canniff to unrestrict the depreciation funds. Motion carried 5-0.
    3. Have been working on the PSC annual report and setting up/training on the new OpenPoint software. Have been noticing more customers are coming into the office since the weather has gotten nicer.
  - B. Electric Superintendent
    1. Discuss and possibly approve the sale of 69 kV structures in the Industrial Substation to ATC and to expand the Industrial Substation yard. Doing this project would secure our transmission and prolongs us from having to invest in a 4<sup>th</sup> substation. Total project cost is \$579k, ATC's portion is \$484k. We would need to pay total cost upfront, and ATC will pay us back over 30 years. Motion by Evans/Lee to approve continuing to work with Forster Engr and ATC in order to acquire and refine more details on this project. Motion carried 5-0.
    2. Discuss and possibly approve pole ordinance. With the section of the ATC project from Beaver Dam to Horicon, we're finding that AT&T is reluctant to remove lines and move them to the new poles. Because we don't have a pole ordinance stating a minimum distance between poles, it is possible that, if the old poles remain in place, we could have 2 poles within a few feet of each other. Will discuss the issue with Boardman & Clark and further discuss with ATC and AT&T and will hopefully have more info for next meeting.

3. Projects Update. Had electric outage at 404 N Main St due to an individual digging up his water lateral, hit every secondary main and Charter drop, service was restored within 2 hours, billed the owner for repair charges. Had a street light fault on E Oak Grove on the circuit from GlasFloss to Hyland. ATC job update from Fairfield to Home Rd – J&R bored in the pipe, will be back next week; installed 2 cabinets, pulled in wire along Home Rd, did terminations, did an outage on Saturday from 7-10-:30 for that area to complete work. RG Schmidt struck a streetlight by GlasFloss when they were replacing a hydrant. Streetlights on E Oak – all the footings are poured, wire is pulled in, put up the 2 lights on Miller St. Attended the WPPI Board of Directors meeting. Fair St- all pipe is ready to go, waiting for materials to finish project. Have also been working on landscaping and setting up OpenPoint software.

C. Water/Wastewater Superintendent

1. Review, discuss and possibly approve WWTP change order. Kyra presented the change order items; discussion on Item 5, actuators may be the issue -not only the valves. Motion by Coons/Affeld to approve Change order #7 pending verification that Item 5 includes actuators along with the valve replacements. Motion carried 5-0.
2. Review, discuss and possibly approve additional time & materials budget for MSA. Kyra explained that the original contract's T&M allotment has been used up; this amendment is an estimate of site visits, meetings and other support that she feels will be necessary to complete the project; she thinks the cost should be able to be covered with the contingency funds. Motion by Affeld/Coons to approve Amendment #1 with the preface of trying to have this paid with contingency funds. Motion carried 5-0.
3. Projects Update. Had an outbreak of bacteria in the wastewater; this restricts the settling, had major filming issues, were finally able to get it to settle and hauled 15 loads of sludge out; may need to address issues with restaurant's grease traps being cleaned more often to avoid it coming to the WWTP. Owner on Main St replacing their lateral did not pull a permit, along with damaging other utilities while digging. Grading the WWTP driveway is done, should be paved next Tuesday. Started seeking out another engineer for the upcoming DNR mandated project, spoke with Town & Country Engineering, seems they would be a good fit for us; we need to have our facilities plan submitted to DNR by March 2026, it's about a 6-month process to develop the plan; will need to submit a Request for Qualifications to engineering firms soon. E Oak Grove St paving is coming up, may need help from other depts to get the valves replaced for that.

VI. President:

1. Discuss and approve the acceptance of Elizabeth Condon's resignation. Motion by Affeld/Canniff to accept the resignation. Motion carried 5-0.
2. Discuss and possibly approve changing Utility office hours. Discussion about different business hours options. Would like to wait until after Council meeting to decide Utility hours, put on next month's agenda.

VII. Mayoral Comments: Thinks it's good to move forward with the ATC project and agrees with what Nick is trying to get accomplished with it.

- VIII. Motion by Canniff/Coons to adjourn into closed session at 8:20 pm as per §19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Affeld AYE, Canniff AYE, Coons AYE, Lee AYE, Evans AYE.
1. Employee wages.
- IX. Motion by Coons/Canniff to reconvene to open session at 8:32 pm as per §19.85 (2) and disclose findings if any.
1. Motion by Coons/Lee to advance Troy Kehoe to Step 6 of wage scale on his 6-month anniversary; does not affect Step 7 at 1 year anniversary. Motion carried 5-0.
- X. Old Business: none
- VI. New Business: none

Motion by Coons/Evans to adjourn meeting at 8:35 pm. Motion carried 5-0.

Minutes recorded by: Laurie Runyan and Robert Affeld