

**Utility Commission Meeting**  
**Monday, June 5, 2023**  
**6:00 PM at Utility Office Building**

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

Members Absent: Ross Canniff  
Also Present: Laurie Runyan

The meeting was called to order at 6:00 PM and roll call was taken. Motion by Evans/Coons to approve the agenda. Motion carried 4-0.

Motion by Coons/Gratton to approve the minutes from the previous meetings. Motion carried 4-0.

**I. Public Appearances/Comments**

1. Aaron Worthman and Megan Cahill of Baker Tilly.
  - a. Presentation of 2022 Financial Statements. Electric consumption is averaging as in past years; water consumption is lower due to trending conservation; sewer consumption has increased due to Industrial usage. Utilities Debt Coverage remains good as well as Rates of Return. Electric & Water utilities are in a good position of Debt-to-Equity ratio. Sewer will be in a better position moving forward with recent rate increases and Sensient's new contract. The Rate of Return will help determine when there needs to be an increase in rates. This year had a change in the way leases are handled which mainly affects how the lease for the cell tower at WWTP is reported. We will be looking at the work order process and how it can be done more efficiently. Nick suggested looking into a new software called OpenPoint, which integrates all aspects of utility reporting into one software.
2. Tim Gassner, Juneau resident.
  - a. Discuss and take possible action on location of streetlight on vacant lot between 662 and 642 E Oak St. Tim explained how the new light installed shines in his living room window and is very disturbing. He recommended putting a shroud on the light fixture. Nick explained that before the poles were installed, he and Tim had a discussion of the location of pole and Nick moved it 13 ft to the east in order to accommodate a future driveway on Tim's vacant lot across the street from his house. The fixtures that are installed were chosen because of the ability to light up the sidewalks on both sides of the street and they do not accommodate a shroud. The commission directed Nick to lower the fixture a little more to change the angle of the light and see if that will suffice.

**II. Monthly Business:**

- A. Approve Vouchers and Checks. Motion by Coons/Gratton to approve payment of WPPI Invoice for \$248,944.13 and checks of \$934,936.28. Motion carried 4-0.
- B. Review Prior Month Income Statement.
- C. Council Acts Affecting Utility. Resolution 17-2023 – Approve to Amend Personnel Policy Handbook- Overtime
- D. Consumption Loss. Electric losses are up slightly, typical for this time of year.
- E. Review Totals of Delinquent Customers. Had 26 Disconnects in May. Still some disconnected from last month, but properties are vacant.

**III. Report of Officials:**

- A. Utility Accountant.
  - a. Discuss Utility Billing Clerk's 1-year review and possibly approve a wage increase. Motion by Affeld/Coons to move Pam to Year 3 wage rate effective 6/13/23. Motion passed 3-1.
  - b. Discuss and possibly approve a policy for billing of water that the Fire Dept is using for filling pools. The Utility will invoice the Fire Dept for the water used for

- filling pools, usage goes through the deduct meter. The water dept will begin giving the office the monthly reading for that meter for the Fire Dept billing.
- c. Discuss and possibly approve issuing credit to residents on E Oak and Hyland Streets for water used to water sod with the understanding and approval that City Hall will reimburse the Utility for credits given. The Utility will calculate credits for water used from information on high water usage reports and resident's average daily usages. Motion by Evans/Affeld to approve the Utility issuing credit to residents on E Oak St and Hyland St for watering newly laid sod based on excess water usage for the month of June 2023 with the understanding that City Council approves City Hall reimbursing the Utility. Motion 4-0.
- B. Electric Superintendent
- a. Discuss and possibly approve authorizing a credit card for Nick Koch. Motion by Affeld/Gratton to allow issuing a credit card to Nick Koch to be used exclusively for hotels during apprenticeship classes in Green Bay. Motion 4-0.
  - b. Projects Update. Installed a streetlight at the fitness court for the Rec Dept, we did this earlier than planned since we had time in our schedule to complete it now, total cost was \$1497.42, substantially less than the original estimate of \$3,000; we were able to utilize a used pole to save money. Removed a Habitat Homes temporary service; installed a new temporary service at WWTP for Staab; finished street lighting on Hyland and E Oak Sts, boxes are in front yards because of high cost to install in the back yards. Helped Water Dept with replacing 12 water valve risers and a manhole cast for Wastewater and one for DPW before blacktopping was done. Replaced tennis court bulbs, 2 were burned out, possibly replace with different fixture or LED's, will research best options. Doing transformer prep Attended MEUW Conference; prepping transformers for cable replacement project, will have old transformers tested and put back in stock; Sunset View stated their plans have changed extensively removing half the basements due to costs.
- C. Water/Wastewater Superintendent
1. Review and Approve 2022 CMAR Report and send to Council for Resolution. Completed report, no deficiencies, scored 4.0. Motion by Evans/Coons to approve and forward 2022 CMAR report to Council for resolution.
  2. Review, discuss and possibly approve the addition of Natural Gas to WWTP facility. Alliant giving a \$14,685 credit based on potential usage and have an offer of \$5,400 for old propane tank, other possible credit from Alliant for new user hookup to new gasline. Cost of installation is approximately \$60,000 prior to credits, some of the cost should be absorbed by Water Dept. Motion by Affeld/Gratton to approve installing natural gas at the WWTP, funding to be determined at a later date. Motion 4-0.
  3. Review, discuss and possibly approve moving Peggy Schultz to Advanced Operator position. Peggy obtained her certification and is now an Advanced Operator. Motion by Coons/Evans to move Peggy to \$28.23 which is Year 5 of Advanced Operator so she is back on the wage scale, to be effective 6/11/23. Motion 4-0.
  4. Projects Update. Got our 1<sup>st</sup> change order for WWTP Upgrade; Staab finished pouring floor of oxidation ditch and done pouring walls, disagreement between MSA and Staab on how to cure concrete, Staab went against the engineering specs and did not do a water curing process. Received request from County to provide water on property they purchased abutting the airport, would need to be annexed and released from town of Oak Grove, would need to install sewer service also and there is not elevation for that. Commission recommends the property owner replaces the well which will be more cost effective. Nick did a bunch of our work for us for the street paving projects; had Town & Country come to repair water valve on Jewel St. Completed PFAS testing on all 3 wells, waiting for results.

President: We've interviewed 4 people for Wastewater operator position, 1<sup>st</sup> choice applicant didn't work out, 2<sup>nd</sup> choice has experience but no required certifications. Cannot offer the Basic Operator position due to qualifications, Mayor suggests creating a new job position to better match his qualifications and what the job actually will entail with mechanical skills and equipment operating. Utility personnel committee to meet on Monday, June 12<sup>th</sup> at 6pm to create a job description and wage scale for this new position.

Mayoral Comments: none

Old Business: None

New Business: none

Motion by Evans/Coons to adjourn meeting at 9:26 pm. Motion carried 4-0.

Minutes recorded by: Laurie Runyan