

Utility Commission Meeting
Monday, June 7, 2021
6:00 PM at Utility Office Building
MINUTES

Members Present: Robert Affeld, Ross Canniff, Cheryl Braun, Dick Evans, Bart Coons, Nick Gahlman, Peter Gallun, and Mayor Wegener

Members Absent: none

Also Present: Laurie Runyan, Peggy Schultz, Alex Smudde

The meeting was called to order at 6:00 PM and roll call was taken.

Motion by Braun /Caniff to approve the amended minutes from the previous meeting. Motion carried 5-0.

Public Appearances/Comments:

- A. Aaron Worthman of Baker Tilly: audit presentation.
 - i. Explained auditing procedures.
 - ii. Reviewed financial statement highlights.

Monthly Business:

- A. Motion by Caniff/Braun to approve payment of WPPI invoice of \$239,708.12, and checks of \$71,080.14. Motion carried 5-0.
- B. Review Prior Month Income Statement.
- C. Council Acts Affecting Utility. Resolution 13-2021 – Removal & Upgrade of all Electrical Poles on Hyland St and E Oak St
- D. Consumption and Loss.
- E. Review Totals of Delinquent Customers.

Reports of Officials:

- A. Utility Accountant.
 - 1. Updated Utility website with current staff names and contact information. Updated photos are needed.
 - 2. Placed ad internally for Water/Wastewater Superintendent position. Will place ad externally on WRWA and WWOA websites.
- B. Electric Superintendent.
 - 1. Got new mapping from MSA for S Hyland project, met with residents to review plans. MSA is working on 3 easement contracts for properties with transformers on lot line. Charter and ATT going joint with us on project to consolidate wiring underground.
 - 2. Projects Update: Replaced 3-phase service with Single-phase on Main St.; switched Dodge County Jail to North Substation feeder; replacing poles along Wild goose trail; had 7 disconnects last month, all reconnected; summer help started, went through training; updating electrical system map.
- C. Water/Wastewater Superintendent.
 - 1. 2020 CMAR completed. Motion by Affeld/Caniff to approve report and send to council for Resolution. Motion carried 5-0.
 - 2. Projects Update: Responding to alarms at liftstations 1 and 2; heater block failed on emergency generator; will be placing order for budgeted items - updating SCADA equipment and lawn mower; display screens for lifts 1 and 4 are failing, got quote from LW Allen for \$7,500 to replace; will obtain quotes for upgrading Lift #2.

Utility President: Nothing to report.

Mayoral Comments: City hall was sold.

Old Business: NONE

New Business: Commissioners commend WWTP staff for their teamwork and their stepping up to cover the Superintendent position.

Motion by Braun/Evans to adjourn into closed session at 7:16 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. Braun – aye, Coons – aye, Evans – aye, Canniff – aye, Affeld – aye. Motion carried.

- A. Discuss and Motion to Approve Wage for Interim Water/Wastewater Superintendent.
- B. Discuss wages for incoming Water/Wastewater Superintendent.

Motion by Braun/Evans to reconvene to open session at 7:37 PM as per §19.85 (2), and disclose findings if any. Braun – aye, Coons – aye, Evans – aye, Canniff – aye, Affeld – aye. Motion carried.

- A. Motion by Canniff/Coons to pay interim Water/Wastewater Superintendent \$2.00/hr increase, pay retroactive to May 11, 2021. Motion carried 5-0.
- B. No discussion was had.

Motion by Braun/Coons to adjourn meeting at 7:42 PM. Motion carried 5-0.

Minutes recorded by:
Laurie Runyan