

**Utility Commission Meeting**  
**Monday, July 12, 2021**  
**6:00 PM at Utility Office Building**  
**MINUTES**

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

Members Absent: Cheryl Braun

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 Evans/Coons to approve the minutes from the previous meeting. Motion carried 4-0.

**Public Appearances/Comments:**

A. Aaron Worthman of Baker Tilly:

1. Discuss and take possible action on Sewer rate study. 2020 WWTP revenues and Sensient production levels were down, most likely due to COVID, but are beginning to rise recently. Reviewed expenses, created repayment schedule for advances to WWTP from Water and Electric Utilities. Rate increase is needed, discussed options if increase should be based on cost of service or same % increase for all rate classes. Affeld and Unke (Baker Tilly) to meet with Sensient to discuss their new rate structure.
2. Discussion on transferring ownership of utility-owned street lights to the City. Baker Tilly recommends leaving ownership as it is – most utilities own the street lights, not the City.

**Monthly Business:**

- A. Motion by Affeld/Canniff to approve payment of WPPI invoice of \$255,184.76 and checks of \$91,916.62. Motion carried 4-0.
- B. Review Prior Month Income Statement.
- C. Council Acts Affecting Utility. Resolution 23-2021 – Approval of CMAR report.
- D. Consumption and Loss.
- E. Review Totals of Delinquent Customers.

**Reports of Officials:**

- A. Utility Accountant.
  1. Update on efforts/results of Water/Wastewater Superintendent job posting. Ads placed on WRWA and WWOA websites, and on Indeed. Received 2 applications. Affeld requested to bring to Utility Personnel committee to discuss other staffing options if no other applicants come forward.
  2. Discuss and possibly approve the discontinuing of taking utility payments at City Hall. Commission approved. Letters will be sent to those who leave payments at City Hall, a note will be sent with next utility bill stating where payments can be made, and a note will be placed on City Hall dropbox.
- B. Electric Superintendent.
  1. Projects Update: Replaced more poles along the Goose Trail; will be receiving new digger derrick soon, old machine will be sold; performing line inspections, substation inspections found bad thermocouple and hotline switch (safety function), having AC Engineering repair; completed 480 Street Light conversion, changed out transformer; 4 disconnections last month, 2 are still out; working with shared meter technician from WPPI reviewing 22 water meters not communicating properly, verified programming was correct; water losses possibly due to water tower leaks;

July 4<sup>th</sup> helped WWTP troubleshoot Run Fail issue on Well #3, power was ok, reset Well through SCADA system and it corrected the issue.

C. Water/Wastewater Superintendent.

1. Discuss and possibly approve using funds slated for purchasing a Water Leak Correlator for contracting an outside service instead. Service would come in and look for leaks throughout the city, service is experienced with equipment and saves on manpower. Obtaining quotes.
2. Discuss and possibly approve ordering new displays for Lift Stations 1 & 4. Cost is covered under DNR Equipment Replacement Fund. Price \$7554. Motion by Evans/Coons to order new displays, motion carried 4-0.
3. Discuss and take action on status of Phosphorus Analyzer at WWTP. Currently test-driving new analyzer, not able to test the lower levels we need, valve failed within 2 months, replacement cost \$500, filter getting plugged- would need to use more chemicals; looking at new meter from ChemScan in Waukesha that can reach lower limits, getting more info on doing a trial, less complicated unit, easy maintenance, works with SCADA system, unit cost \$20,825, pump assembly \$2,500. The other system we're trying is \$14,000 and does not working properly or to low enough levels. Motion by Caniff/Coons to purchase new Analyzer from ChemScan not to exceed \$25,000. Motion carried 4-0.
4. Review inspection letter from Alliant Energy. Gas pipe coming thru wall needs to be insulated.
5. Projects Update. Consumer Confidence Report filed; DNR requiring all lead piping be removed by 2023; HVAC project at WWTP complete; working with Tom Unke of Baker Tilly re: Sensient requirements and limits; CMAR report submitted; water tower first year inspection complete, next inspection in 5 years.

**Utility President:** Received thank you from scholarship winner; meeting with WPPI on projections.

**Mayoral Comments:** Construction bid came in for Hyland St project much higher than expected, proposing to not accept bid and expand project and start construction in spring 2022, should draw more competitive bid, and construction costs should hopefully go down by then. Need to check on restrictions of grant money for lead replacement timing.

**Old Business:** NONE

**New Business:** NONE

Motion by Canniff/Evans to adjourn into closed session at 8:07 PM as per §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Coons – aye, Evans – aye, Canniff – aye, Affeld – aye. Motion carried.

Motion by Affeld / Coons to reconvene to open session at 8:20 PM as per §19.85 (2), and disclose findings, if any. Coons – aye, Evans – aye, Canniff – aye, Affeld – aye. Motion carried. Discussed (3) bids for Hyland Street project. Motion by Coons, second by Canniff to hire Wegener Electric & Plumbing as electrical contractor. Motion carried 4-0.

Motion by Coons/Caniff to adjourn meeting at 8:24 PM. Motion carried 4-0.

Minutes recorded by:

Laurie Runyan