

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, March 11, 2020

**There were present:**

Commissioner John Bergin  
Commissioner Scott Kellogg  
Commissioner Tom Nowak  
Commissioner Rick Merdan

Also in attendance: Jem Brown, Todd Weiler, Roxanne Gronski, Dale Scheunemann, Jeff Kuhn, Matt Stormoen, Lynn Schroer, Josh Elliott, Shawn Reimer, Tyler Sneen, and Sean Wall

**1. Call to Order**

Chairman Tom Nowak called the meeting to order at 1:00 PM. Commissioner John Harper was excused from today's meeting.

**2. Approval, additions or corrections to the minutes of the following meeting**

**2.1 Regular Commission Meeting held February 12, 2020**

There was a motion made by Rick Merdan, seconded by Scott Kellogg, and carried to approve the minutes of the Regular Commission Meeting held February 12, 2020 and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1 Request to hire limited term summer employees and set pay scale**

After discussion there was a motion made by John Bergin, seconded by Rick Merdan, and carried to approve a request from Water Superintendent Dale Scheunemann to hire two limited term summer employees to work with the water department as laborers, and a request from Office Manager Lynn Schroer to hire one limited term summer employee to assist in the office. Wage scale as follows. No nay votes were recorded.

1<sup>st</sup> year - \$11.00  
2<sup>nd</sup> year - \$11.50  
3<sup>rd</sup> year - \$12.00  
4<sup>th</sup> year - \$12.50

### **3.2 2020 Water supplies**

Water Superintendent Dale Scheunemann stated that again this year we went out for bids to four companies for our 2020 water supplies. Of the four, only two submitted a quote.

After a lengthy discussion, and based upon staff recommendation, there was a motion made by Rick Merdan, seconded by Scott Kellogg, and carried to accept the bid from Ferguson Waterworks in the amount of \$179,444.80 for the purchase of the 2020 water supplies. No nay votes were recorded.

## **4. Department Updates**

### **4.1 Safety Committee Report**

This report was reviewed. Sean Wall outlined WW&LC's hearing conservation program and annual testing procedures. Josh Elliott summarized the dielectric testing that was recently completed on our vehicles.

### **4.2 Line Superintendent's Report**

This report was reviewed and February electric projects and outages were discussed.

### **4.3 Water Department Operations Report**

This report was reviewed and discussed. Dale Scheunemann stated that this is the first time in his 28 years here that we did not have any water freeze ups or water main breaks.

### **4.4 Customer Support Supervisor's Report**

This report was reviewed and discussed. Rick Merdan stated that he recently heard from a local landlord who stated they were very appreciative of the work that Lynn and Jeff have done with respect to the landlords and their rentals.

### **4.5 Director of Finance's Report**

This report was reviewed and discussed.

### **4.6 Information System's Administrator's Report**

This report was reviewed and recent issues with our phone system and the

possibility of needing to replace it in the near future was discussed.

#### **4.7 Conservation Manager's Report**

This report was reviewed and discussed. Shawn Reimer stated that Riverview Hospital is planning to install a solar collection system on their roof.

#### **4.8 Director of Engineering & Electric Operations**

This report was reviewed and the Coyne Substation/Matalco project was discussed. Todd Weiler stated that the substation transformer and substation building have arrived and outlined the next steps in the project.

#### **4.9 General Manager's Report**

This report was reviewed and Jem summarized the recent GLU meeting that was held.

#### **5. Review of accounts payables**

A listing of all invoices and checks covering February purchases was provided to the commission for review.

#### **6. Adjourn**

There was a motion made by Rick Merdan, seconded by John Bergin, and carried to adjourn at 1:25 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary