

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, April 10, 2024

**There were present:**

Commissioner Jay Bemke  
Commissioner John Bergin  
Commissioner John Harper  
Commissioner Jeff Penzkover

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

**1. Call to Order**

Chairman John Bergin called the meeting to order at 2:00 PM. Commissioner Rick Merdan was excused from today's meeting.

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

**2.1 Regular Commission Meeting held March 13, 2024**

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on March 13, 2024, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1 Recondition WR West Substation Transformer**

After an extensive explanation of this project and all questions answered there was a motion made by John Harper, seconded by Jeff Penzkover, and carried to approve the quote from Electric Power Systems for \$49,000 to recondition the 10MVA distribution substation transformer including re-gasketing of the unit, new LTC parts, and filtering the moisture out of the oil. There were no nay votes recorded.

**4.0 Department updates**

**4.1 Safety Committee Report**

The commissioners reviewed and discussed the Safety Coordinator's

monthly report. Sean Wall answered questions regarding our hearing conservation program.

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

This report was reviewed and March call-ins and projects were discussed.

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

This report was reviewed and Adam Breunig answered questions regarding the completion of the 17<sup>th</sup> Avenue North capital improvement project. This project was a coordinated joint effort with the County, City and WWLC.

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

This report was reviewed and Lynn Schroer answered questions regarding the upcoming April 15<sup>th</sup> moratorium stating that quite often we see the same customers up for disconnection each year.

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

This report was reviewed and Jeff Kuhn answered questions regarding the financial statements.

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

This report was reviewed and discussed. Matt Stormoen answered questions regarding the I-pad app that is used by the commissioners to access their packet.

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

This report was reviewed and discussed. Shawn Reimer answered questions regarding Lincoln High School reality check. This year WW&LC had 305 seniors visit our booth where they learned about the cost of monthly utility bills.

#### **4.8 Electrical Engineer's Report**

This report was reviewed and was discussed. Tyler Sneen answered questions regarding the annual thermal scanning that is done at our substations.

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

This report was reviewed and discussed. Todd Weiler answered questions regarding the substation oil testing that was done as part of our annual

preventative maintenance program.

#### **4.10 General Manager's Report**

This report was reviewed and discussed. Jem Brown answered questions regarding Great Lakes Utilities board meetings that were held in March.

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

A listing of all invoices and checks covering March was provided to the commission for review and all questions answered.

#### **6. Adjourn**

There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to adjourn at 2:32 PM. There were no nay votes recorded.

Respectfully submitted,

John Harper, Acting Secretary