

Regular Meeting of the Water Works and Lighting Commission
Wednesday, April 13, 2022

There were present:

Commissioner John Bergin
Commissioner John Harper
Commissioner Rick Merdan
Commissioner Tom Nowak
Commissioner Jay Bemke

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

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM.

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

2.1 Regular Commission Meeting held March 9, 2022

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on March 9, 2022, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Main Building Generator

Todd Weiler updated the commission on the search for a main building generator. Todd stated that he was finally able to receive 3 bids. He noted that there was quite a large discrepancy between the bids from these 3 companies and after an initial review, noted discrepancies in key items between spec and bid. Based upon this he would like this item held over until he is confident that the price quoted is for the main building generator spec that was presented. The commission agreed and this item will be held over.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the safety committee minutes and safety

coordinator's monthly report.

4.2 Line Superintendent's Report

This report was reviewed and Josh Elliott answered questions regarding the March after hour call-ins. Josh also stated that our crew had to replace two poles that had been knocked down as a result of last week's slippery roads.

4.3 Water Department Operations Report

This report was reviewed and March water projects were discussed. Dale Scheunemann answered questions regarding monitoring well elevations.

4.4 Customer Support Supervisor's Report

This report was reviewed and current water disconnections were discussed. A thank you to Lynn Schroer, Joanna Mack and Shawn Reimer who participated in Lincoln High School's 10th annual Reality Check Financial Simulation. This is an effective way for student to learn about budgeting, personal accounting, financial responsibility, and life choices all while interacting with business and community members.

4.5 Director of Finance's Report

This report was reviewed and the annual software subscription costs were discussed. When asked Jeff Kuhn stated that the City does share in the cost of the NISC subscription because we currently bill and collect sewer costs for them. In the near future, we will also be billing and collecting the streets utility integration fee for them. February financial statements were also discussed.

4.6 Information System's Administrator's Report

In Matt's absence Todd answered questions regarding cyber security. Matt has filled out all paperwork and has applied to the Cybersecurity and Infrastructure Security Agency to join their Cyber Hygiene program. This is a federal agency under the Department of Homeland Security and their program is free for local government entities. They provide cyber security services such as penetration testing and web application security testing.

4.7 Conservation Manager's Report

This report was reviewed and Shawn Reimer answered questions regarding the onsite visits that were made in March. Shawn stated that WW&LC partnered with Energy Advisors from Focus on Energy (FOE) and visited several industrial

customers to discuss energy efficiency measures, best electric rate options, and FOE incentive money available for energy efficiency equipment.

4.8 Electrical Engineer's Report

This report was reviewed and Tyler Sneen gave an update on the SCADA PLC upgrade. Tyler stated that he is currently waiting on a bench power supply which is expected this week. Once that is received, he can do the initial programming and testing on the new PLC's before they are installed in the field.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed.

4.10 General Manager's Report

This report was reviewed and was discussed. Jem Brown stated that he is planning to attend the MEUW Annual Meeting which takes place at the same time as our May 11th commission meeting. The commission discussed the timing for this meeting and felt that it should be rescheduled. There was a motion made by John Bergin, seconded by John Harper, and carried to hold the May regular commission meeting on May 10, 2022. No nay votes were recorded.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to adjourn at 1:45 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary