

Regular Meeting of the Water Works and Lighting Commission
Wednesday, May 13, 2020

There were present:

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

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Dale Scheunemann, and Jeff Kuhn. In attendance via audio conference: Matt Stormoen, Josh Elliott, Lynn Schroer and Shawn Reimer.

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 Special Commission Meeting held March 11, 2020

There was a motion made by John Bergin, seconded by Scott Kellogg, and carried to approve the minutes of the Special Commission Meeting held March 11, 2020 and to place them on file. There were no nay votes recorded.

2.2 Regular Commission Meeting held March 11, 2020

There was a motion made by Rick Merdan, seconded by John Bergin, and carried to approve the minutes of the Regular Commission Meeting held March 11, 2020 and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Quotes for HVAC system by storeroom

Currently we have an HVAC "mini-split" system that controls heating and cooling in 3 offices. This system is nearing the end of its life (16 years) and the maintenance costs are becoming significant. We requested quotes for an upgrade/replacement for this system which would also be able to serve the storeroom clerk's office, which currently has no heat or air conditioning.

After discussion and based upon staff recommendation, there was a motion made by John Bergin, seconded by John Harper, and carried to approve the quote in the amount of \$9,500 from Badger Heating & Air Conditioning for the purchase and installation of a 3 ton capacity heat pump “mini-split” system. No nay votes were recorded.

4. Department Updates

4.1 Safety Committee Report

There was no report.

4.2 Line Superintendent’s Report

This report was reviewed and April 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 that he can ever remember that we did not have a single frozen water service during the winter months.

4.4 Customer Support Supervisor’s Report

This report was reviewed and discussed. We remain under the Emergency Order from the Office of the Governor and the Public Service Commission suspending electric and water disconnections for all residential and commercial customers. Our office has made every effort to contact and work with all our customers regarding past due balances and payment arrangements. We have been in contact with the Heart of Wisconsin Chamber of Commerce who has up-to-date information regarding COVID 19 and emergency assistance for residential customers and guidance for commercial customers seeking assistance with the Coronavirus Emergency Loans/Small Business Grant Program.

4.5 Director of Finance’s Report

This report was reviewed. During April, cash flow has decreased as a result of the PSC’s emergency rules preventing the utility from disconnecting electric service for nonpayment. While operating revenues are fairly consistent, cash flow has been impacted. The utility has reached out to several

commercial customers encouraging them to continue to pay and not get behind on their utility bills. Unfortunately, some businesses likely may not have the ability to pay at this time.

4.6 Information System's Administrator's Report

This report was reviewed and discussed. Matt Stormoen gave an update on the Honeywell Connexo to iVUE integration project stating that the automatic import for meter readings is now in place and is working wonderfully. We are now working on automatically assigning meters to schedules. This should be completed by the end of May.

4.7 Conservation Manager's Report

This report was reviewed and discussed.

4.8 Director of Engineering & Electric Operations

This report was reviewed. Todd Weiler stated that the Coyne Substation is now energized and in service! On April 27th the final tie-ins were completed at the substation to the ATC equipment and the transformer was energized.

4.9 General Manager's Report

This report was reviewed and discussed. Jem Brown summarized the MEUW and GLU meetings that were held via teleconference that he attended in April.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Rick Merdan, seconded by Scott Kellogg, and carried to adjourn at 1:36 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary