

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, June 10, 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 May 13, 2020**

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to approve the minutes of the Special Commission Meeting held May 13, 2020 and to place them on file. There were no nay votes recorded.

**2.2 Regular Commission Meeting held May 13, 2020**

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held May 13, 2020 and to place them on file. There were no nay votes recorded.

**3. Action items**

There were no action items.

**4. Department Updates**

**4.1 Safety Committee Report**

Sean Wall stated that he is anticipating being able to resume safety

trainings that were temporarily suspended due to COVID-19 restrictions. Sean also stated that he will soon be getting out with the crews to perform work zone inspections for the summer.

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

This report was reviewed and May electric projects and animal related outages were discussed.

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

This report was reviewed and our lead service replacement project was discussed.

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

This report was reviewed and discussed. To help our customers, our office has again sent an automated message to approximately 500 residential customers encouraging them to contact us regarding energy assistance, crisis funding, payment, or payment arrangements.

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

This report was reviewed and the financial reports were discussed. Maintenance and distribution costs are up for electric which is due to the extra tree trimming crew that was added. Also discussed was the updated city ordinance pertaining to private wells which makes the utility responsible for permitting the nearly 1,200 private wells within the city limits.

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

This report was reviewed.

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

This report was reviewed. Focus on Energy (FoE) has offered free energy/water saving kits to all WW&LC customers in the past several years. These packs consist of 5 kit options that include an assortment of LED lightbulb options, advanced power strips, faucet aerators and low-flow showerheads. WW&LC customers are eligible for one kit per household every 3 years.

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

This report was reviewed and the Coyne Substation/Matalco Project was

discussed.

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

This report was reviewed. Jem stated that the GLU board met via teleconference and discussed a presentation from the Chlupp and Hall group regarding the GLU investment portfolio.

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

A listing of all invoices and checks covering May 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 1:31 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary