

Regular Meeting of the Water Works and Lighting Commission
Wednesday, July 17, 2024

There were present:

Commissioner John Bergin
Commissioner Kevin Fangman
Commissioner Rick Merdan
Commissioner Jeff Penzkover

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

1. Call to Order

Chairperson John Bergin called the meeting to order at 2:00 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 June 12, 2024

There was a motion made by Rick Merdan, seconded by Jeff Penzkover, and carried to approve the minutes of the Regular Commission Meeting held on June 12, 2024, and to place them on file. There were no nay votes recorded.

2.2 Special Commission Meeting held June 27, 2024

There was a motion made by Rick Merdan, seconded by Kevin Fangman, and carried to approve the minutes of the Special Commission Meeting held on June 27, 2024, and to place them on file. There were no nay votes recorded.

3. Action items

There were no action items.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the Safety Coordinator's report. When asked

what type of field inspections were completed Adam stated that Sean recently stopped out to observe a hydrant replacement excavation the crews were doing.

4.2 Line Superintendent's Report

This report was reviewed and June call-ins and projects were discussed. Josh Elliott answered questions regarding the company that WW&LC contracts with to do our year-round tree trimming.

4.3 Water Department Operations Report

This report was reviewed and Adam Breunig answered questions regarding the Lincoln Street project.

4.4 Customer Support Supervisor's Report

This report was reviewed and Lynn Schroer answered questions regarding the account receivables for June and explained our disconnect policy/procedures and explained how payment arrangements work and what happens if someone breaks those arrangements.

4.5 Director of Finance's Report

This report was reviewed and financial statements were discussed. John Bergin stated that he likes the new reporting format for the investment report.

4.6 Information System's Administrator's Report

This report was reviewed and discussed. Matt Stormoen answered questions regarding June projects and explained details of our cyber monitoring project.

4.7 Conservation Manager's Report

This report was reviewed and Shawn answered questions regarding meetings that he, along with Todd Weiler, Tyler Sneen had with Mariani Packaging regarding some electrical issues they had. Shawn stated that we are assisting them with this issue.

4.8 Electrical Engineer's Report

This report was reviewed and Tyler highlighted the recent West sub transformer conditioning.

4.9 Director of Engineering & Electric Operations

This report was reviewed.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Rick Merdan, seconded by Jeff Penzkover, and carried to adjourn at 2:19 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary