

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, October 11, 2023

**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, Todd Weiler, Matt Stormoen, Adam Breunig, Shawn Reimer, Lynn Schroer, Tyler Sneen, and Sean Wall.

**1. Call to Order**

Chairman John Bergin called the meeting to order at 1:00 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 September 13, 2023**

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 September 13, 2023, 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 and discussed the Safety Committee meeting minutes and the safety coordinator's monthly report.

**4.2 Line Superintendent's Report**

This report was reviewed and September call-ins and projects were

discussed.

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

This report was reviewed and September maintenance water projects were discussed.

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

This report was reviewed and Lynn Schroer answered questions regarding collection efforts. Lynn stated that she attended the MEUW Accounting and Customer Service Seminar. This is an annual seminar which updates municipal electric utility staff on regulatory and legislative issues.

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

This report was reviewed and September financial statements were discussed. Jeff Kuhn answered questions regarding the increased costs paid to the PSC for the electric rate case.

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

This report was reviewed and discussed. Matt Stormoen answered questions regarding cyber security.

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

This report was reviewed and WW&LC conservation efforts were discussed.

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

This report was reviewed and was discussed. Tyler Sneen answered questions regarding the annual testing that was done on recloser backup batteries and updated the commission on the newly purchased transformer that is being moved from its current location at the Kraft Mill to the Baker Substation.

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

This report was reviewed and discussed. Todd Weiler answered questions regarding the testing that was done on the Baker Substation transformer project. Todd also stated that he attended Werner Electric PLC class that showcased their new studio PLC software and some advanced programming capabilities.

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

This report was reviewed and discussed. John Bergin stated that he was very impressed with the ACES presentation that was given at the GLU annual meeting.

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

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

#### **6. Adjourn**

There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to adjourn at 1:15 PM. There were no nay votes recorded.

Respectfully submitted,

John Harper, Acting Secretary