

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, October 12, 2022

**There were present:**

Commissioner Jay Bemke  
Commissioner John Bergin  
Commissioner Rick Merdan  
Commissioner Jeff Penzkover

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Dale Scheunemann, Josh Elliott, Adam Breunig, Shawn Reimer, Matt Stormoen, Tyler Sneen, Lynn Schroer and Jeff Kuhn by conference call.

**1. Call to Order**

Acting Chairman Rick Merdan called the meeting to order at 2:00 PM.

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

**2.1 Regular Commission Meeting held September 14, 2022**

There was a motion made by John Bergin, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on September 14, 2022, and to place them on file. There were no nay votes recorded.

**2.2 Special Commission Meeting held September 28, 2022**

There was a motion made by Jay Bemke, seconded by John Bergin, and carried to approve the minutes of the Special Commission Meeting held on September 28, 2022, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1** There were no action items.

**4.0 Department updates**

**4.1 Safety Committee Report**

The commissioners reviewed the September safety coordinator's monthly report.

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

This report was reviewed and September electric projects were discussed. This is the time of year that most of our outages are due to squirrels. Josh answered questions regarding the replacement of older three phase poles and the work being done on the Wood County Jail project.

## **4.3 Water Department Operations Report**

This report was reviewed and September water projects were discussed. Dale Scheunemann updated the commission on the progress of the raw water main lining project.

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

This report was reviewed and current electric disconnections were discussed. Lynn Schroer stated that the winter moratorium goes into effect on November 1, 2022.

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

This report was reviewed and the financial statements were discussed. Jeff Kuhn explained that our current landscape and snow removal contractor recently gave notice that they would no longer be able to serve us due to staffing shortages. We have gone out with an RFP and will be addressing this soon.

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

This report was reviewed and ongoing cyber security and the implementation of more complex password requirements was discussed. Complex passwords of 12 – 16 characters are pretty much the standard now.

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

This report was reviewed and discussed. Shawn Reimer met with the new director of McMillan Library. Shawn was accompanied by an Energy Advisor from Focus on Energy and they did a thorough energy evaluation. Based on this evaluation they were able to make several recommendations to help lower their energy costs.

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

This report was reviewed. Tyler Sneen is currently working on locating where we can decrease the line losses in our system.

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

This report was reviewed and discussed. Todd Weiler answered several questions regarding the annual battery bank maintenance that was recently performed and stated that all eight of the substation battery banks passed inspection.

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

This report was reviewed and discussed. Jem answered questions regarding the capacity and energy bi-lateral contract with Dairyland Power and Great Lakes Utilities.

#### **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 John Bergin, seconded by Jay Bemke, and carried to adjourn at 2:30 PM. No nay votes were recorded.

Respectfully submitted,

John Bergin, Acting Secretary