

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, October 13, 2021

**There were present:**

Commissioner Jay Bemke  
Commissioner John Bergin  
Commissioner John Harper  
Commissioner Rick Merdan  
Commissioner Tom Nowak

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

**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 Regular Commission Meeting held September 8, 2021**

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 8, 2021, 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 committee minutes and safety coordinator's monthly report.

**4.2 Line Superintendent's Report**

This report was reviewed and September after-hour call-ins were discussed.

**4.3 Water Department Operations Report**

This report was reviewed and September water projects were discussed.

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

This report was reviewed and Energy Assistance/Crisis payments were discussed. These funds are available to eligible customers and Lynn Schroer stated that the funds for crisis payments are sent directly to WW&LC and can only be applied directly to the electric portion of a customer's account not to the water and sewer portion.

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

This report was reviewed and the financial statements/cash flow reports were discussed at length.

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

This report was reviewed and September projects were discussed.

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

This report was reviewed and the Focus on Energy LED lighting incentives for commercial customers was discussed.

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

This report was reviewed and discussed. As part of the yearly WDNR inspection of the water plant, WW&LC is being required to test the main building generator under load every three months. After meeting with the generator manufacturer, they are recommending that we replace the existing 1978 transfer switch with one that has the capability of running the weekly test under load with a seamless power transfer.

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

This report was reviewed and discussed. Jem Brown gave a Great Lakes Utilities update. He stated that wholesale rates for power are increasing which is due to natural gas prices which are up 200% from last year.

### **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 Rick Merdan, seconded by John Bergin, and carried to adjourn at 1:29 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary