

Regular Meeting of the Water Works and Lighting Commission
Wednesday, November 8, 2023

There were present:

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

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

1. Call to Order

Acting Chairman John Bergin called the meeting to order at 2:00 PM and turned the meeting over to Acting Secretary Rick Merdan to call for the reorganization of officers.

1.1 Reorganization of officers

Acting Secretary Rick Merdan called for nominations for the position of Chairperson.

Jay Bemke nominated John Bergin to serve as Chairperson of the Water Works and Lighting Commission. Nominations were called three times and then closed. There were no other nominations. There was a motion made by Jay Bemke, seconded by John Harper, and carried to cast a unanimous vote to elect John Bergin as Chairperson of the Water Works and Lighting Commission. There were no nay votes recorded.

Chairperson John Bergin continued the meeting and called for nominations for the position of Secretary. Jeff Penzkover nominated Rick Merdan to serve as secretary of the Water Works and Lighting Commission. Nominations were called three times and then closed. There were no other nominations. There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to cast a unanimous vote to elect Rick Merdan as Secretary of the Water Works and Lighting Commission. There were no nay votes recorded.

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

2.1 Special Commission Meeting held October 11, 2023

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Special Commission Meeting held on October 11, 2023, and to place them on file. There were no nay votes recorded.

2.2 Regular Commission Meeting held October 11, 2023

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on October 11, 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. Sean Wall highlighted the safety trainings that were done this month.

4.2 Line Superintendent's Report

This report was reviewed and October call-ins and projects were discussed.

4.3 Water Department Operations Report

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

4.4 Customer Support Supervisor's Report

This report was reviewed and Lynn Schroer answered questions regarding the success and ease of being able to notify customers via text message when they are past due and are subject to disconnection.

4.5 Director of Finance's Report

This report was reviewed and October financial statements were discussed. Jeff Kuhn answered questions regarding positive cash flow.

4.6 Information System's Administrator's Report

This report was reviewed and discussed. Matt Stormoen answered questions regarding the upgrade to our Microsoft license.

4.7 Conservation Manager's Report

This report was reviewed and WW&LC conservation efforts were discussed. Shawn Reimer answered questions regarding Focus on Energy's Community Impact Pilot. This is a program that is 100% funded through Focus on Energy and targets businesses for energy efficient upgrades to their facilities. Because of WW&LC efforts, we were able to offer more businesses a greater amount of money than any other piloted community to date.

4.8 Electrical Engineer's Report

This report was reviewed and was discussed. In Tyler Sneen's absence Todd Weiler answered questions regarding October engineering projects including the preparations that were made for the move of the Kraft Mill transformer.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler stated that the move of the Kraft Mill transformer which was scheduled for November 2nd and 3rd went extremely well.

4.10 General Manager's Report

This report was reviewed and discussed. Jem Brown answered questions regarding various meetings he attended and the GLU/ACES conference calls that were held in October.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Rick Merdan, seconded by John Harper, and carried to adjourn at 2:30 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary