

Regular Meeting of the Water Works and Lighting Commission
Wednesday, December 14, 2022

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, Todd Weiler, Josh Elliott, Lynn Schroer, Dale Scheunemann, Adam Breunig, Shawn Reimer, Matt Stormoen, Tyler Sneen, and Sean Wall.

1. Call to Order

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

1.1 Reorganization of officers

Acting Secretary John Bergin 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 Rick Merdan, 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. John Harper 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 John Harper, seconded by Jay Bemke, 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 Regular Commission Meeting held November 9, 2022

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 November 9, 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 November safety committee report and the safety coordinator's monthly report. Sean Wall answered questions regarding the recent emergency action plan training. This training gives employees hands-on fire extinguisher experience along with training on how to remain safe in the event of an emergency event such as a tornado, bomb threat, active shooter.

4.2 Line Superintendent's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the number of trouble slips, work orders and call-ins for December.

4.3 Water Department Operations Report

This report was reviewed and the November water projects were discussed. Dale Scheunemann took a few minutes to announce that this would be his last commission meeting as he will be retiring at the end of December after 30 years with Water and Light; the last 12 years of which were as Water Superintendent. Dale stated that he has enjoyed his time here and wanted to say thank you to the commission.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. Lynn expanded on the meeting with the Wisconsin Rapids Area Property Landlords held on December 12th. This meeting was to discuss water disconnections and give an update on the tax roll for 2022. Lynn stated that she felt the meeting went extremely well and helped with the Utility/landlord relationship.

4.5 Director of Finance's Report

This report was reviewed and there was a lengthy discussion regarding the financial statements. Jeff answered questions regarding the RFP for electric locating services that was recently put out for bids. Jeff stated that we will have a contract in place before the current contract expires so there will be no interruption in service.

4.6 Information System's Administrator's Report

This report was reviewed and Matt Stormoen answered questions regarding Microsoft licensing and the possibility of migrating our e-mail system to the Microsoft cloud platform next year.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding an on-site visit with Farmland Management Cranberry Marsh. Shawn stated that we again sponsored the nationally recognized National Theatre for Children. This program delivers energy conservation education to elementary school students, teachers and family members through a live, in-school assembly platform.

4.8 Electrical Engineer's Report

This report was reviewed and discussed. Todd Weiler answered questions regarding the retention tank automation programming and the High School Sub fiber repair.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler stated that he attended the monthly Great Lakes Utility meeting and answered questions regarding GLU's Lakeswind Project.

4.10 General Manager's Report

This report was reviewed and discussed. Jem Brown answered questions regarding a meeting that was held with McMillan Library's director to discuss their solar project.

5. Review of accounts payables

A listing of all invoices and checks covering November was provided to the

commission for review.

6. Adjourn

The Commission thanked Dale Scheunemann for his years of service to our utility and wished him years of happy retirement. There was a motion made by Rick Merdan, seconded by John Harper, and carried to adjourn at 2:35 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary