



January 28, 2015

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **January 28, 2015 at 7:30 a.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes
4. Approval of bills and disbursements – January 2015
5. Public Comment
6. Shared Savings Funding Agreement for WPPI
7. South Water Tower Reconditioning RFP for design services
8. T-Mobile Lease Agreement
9. Closed session per State Statute 19.85(1)(e)
 - a. Staffing plan and staffing recommendations for New Richmond Utilities office staff, and New Richmond Wastewater Treatment Plant
10. Open Session – Action on Closed Session agenda
11. Communications and miscellaneous correspondence
12. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow".

Mike Darrow
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

January 21, 2015

The regular meeting of the New Richmond Utility Commission was held on January 21, 2015 at 3:30 p.m. at the Civic Center.

Jerry Frey called the meeting to order at 3:30 p.m.

Members Present: Bob Mullen, Jerry Frey, Gerry Warner, Pat Becker, and Dan Casey

A motion was made by Bob Mullen to approve the agenda, seconded by Pat Becker, and carried.

A motion was made by Gerry Warner to approve the minutes of the December 2, 2014 meeting, seconded by Pat Becker, and carried.

A motion was made by Pat Becker to approve the updated November bills, disbursements, and the December bills, and disbursements, seconded by Dan Casey, and carried.

Public Comment – None

WWTP Retirement Announcement – Mike Darrow announced that Dennis Holtz, Wastewater Treatment Plant Superintendent would be retiring on April 3, 2015. Mike spoke highly of Dennis, his accomplishments and the asset he has been to the city. Dennis is wished the best in retirement.

Approval of 2015 Budget, Wages and Salaries – Mike Darrow and Nancy Petersen presented an overview of the 2015 budgets. Mike Darrow stressed that New Richmond Utilities is committed to the safety of employees and customers. The budget reflects where safety measures will be updated. Budgets include a 3% wage increase for all New Richmond Utility employees. Short and long term staffing needs will be analyzed by Mike Darrow, Jeremiah Wendt, Nancy Petersen, and Kari Kraft and presented to the commission at an upcoming meeting. An ICMA Fellowship position was included in the 2015 budget. Nancy Petersen presented the detail of the 2015 Utility Budgets and the Electric, Water, and Sewer Departments 5 year capital budget plan. A motion was made by Gerry Warner to approve the 2015 Budget, Wages and Salaries, seconded by Pat Becker, and carried.

CIP Presentation – Mike Darrow presented a number of capital improvements. The first one being the Airport Expansion. This would involve extending water and sewer to the airport. Cost projected at 2.5 million dollars. This is not feasible for just one business. Need to look into possibility of this area becoming an aviation technical park and whether it would be sustainable. Working with Sean Lentz from Ehlers & Associates and others on feasibility and necessary funding. Three other major projects include North 4th Street, Paperjack, and North Starr Ave. Discussion followed on repair and reconstruction needs. Favorable projections were given by Sean Lentz for the Electric, Water and Sewer Departments assuming additional debt. Funding the projects would come from grants, assessments, and loans. Motion was made by Bob Mullen to request design costs from SEH and Cedar Corp for the North 4th Street, Paperjack, and North Starr Ave projects, seconded by Gerry Warner, and carried.

Cross Connection Ordinance/Plan – DNR is requiring changes to the City Ordinance 441 which pertains to the Comprehensive Cross Control Program. Marty Powers gave an overview of cross connection inspections and compliance. Policy needs to be in place stating consequences for non-compliance by residential and commercial customers. Jeremiah Wendt also presented changes to the private well regulation ordinance and the permit application. These documents are with the City's attorney for review. Recommended that the ordinances be approved at the next meeting.

WWTP Structural Engineering Approval – For safety reasons, Jeremiah Wendt presented the need for some structural work at the main lift station, including aluminum grating. They would like a Structural Engineer to give a rough design for the replacement of existing double-doors in the digester building with an overhead door in order to use the space more efficiently. A motion was made by Bob Mullen to approve

entering into a contract with SEH, not to exceed \$4,000.00, to cover design costs for the structural components, aluminum grating, and overhead door, seconded by Gerry Warner, and carried.

Scott Newby Land Update – Scott Newby is questioning the placement of three fire hydrants on his property. Jeremiah Wendt met with the surveyor Jim Rusch and with SEH. Results are still pending.

Department Reports:

Bob Meyer, Water Superintendent, gave the following report:

The new welder has been mounted on a trailer. Meter and cross connection inspections continue. DNR reports are due to go out by the end of March. A transducer was installed in Well #6. Water department continues to monitor frost levels which are currently at 4 feet.

Dennis Holtz, Wastewater Treatment Superintendent, gave the following report:

Annual Wisconsin Emergency Management forms for the Street Department and Wastewater Plant were filled out and sent in. The annual Biosolids report is done and sent in. Hearing tests for the Fire Department and city staff will be January 26th and 27th. They had a quarterly safety meeting and will be working on a yearly safety calendar. They are also splitting samples with Commercial Testing labs to try and get the new Hach meter certified.

Mike Darrow gave the following report for Tom Rickard, Electric Superintendent:

Tom Rickard is currently on vacation. Three fourths of all city lights will be converted to LED lights by the end of the year. Any outages are to continue to be reported to Mike Darrow to handle communication with customers. They are looking into plans to beautify sub-station fencing with inexpensive vines.

Jeremiah Wendt, Director of Public Works, gave the following report:

Dennis Holtz organized the class on the CMOM program which deals with maintaining sewers. This program needs to be in place by 2016. Jeremiah presented the Executive Summary of the STH 64 Corridor Communities stormwater/wastewater coalition Phase I report, to look at funds we have and what we want to accomplish. An update was given on the Telecom projects. Verizon needs to come back and replace black cable with white cable. This needs to be completed by the end of March. Jeremiah is working on finalizing the lease with T-Mobile. There will be a rent increase once upgrades are completed and the lease finalized. AT&T is no longer pursuing telecom negotiations for Tower 1 and have requested the remainder of their escrow be returned. Water tower RFP went out to SEH and MSA for reconditioning on the South Tower. Requesting design costs and a schedule for completion.

Nancy Petersen, Finance Director, gave the following report:

Preliminary Audit Work – the auditors were here on January 8 doing preliminary audit field work. The auditors are scheduled to be here starting March 23 for about a week so we are very busy preparing all the paperwork necessary for the audit of the 2014 financials, Public Service Commission reports, and state reports.

Itron Meter Conversion Project – Billing staff have been busy keeping up with the necessary paperwork and billing system work related to setting ITRON electric and water meters.

Finance Team Assessment – With the departure of our Accounting and Office Assistant, we are taking some time to evaluate the needs of our department and will be reporting back at a future date regarding this.

Weston Arndt, WPPI Energy Services Rep, gave the following updates:

Wes provided a memo with Mike Peter's Guest column discussing WPPI Energy's 2014 year in review. Wes gave an update on the community solar garden project. He is working on a mailing for all customers that include usage history, with space for helpful tips, and program information. Wes is working on finalizing 2014 Focus on Energy numbers. 2015 efforts will focus on multi-family and targeted home performance.

Mike Darrow, Utility Manager, gave the following updates:

The city is in the process of updating the employee handbook. The first all staff meeting will be held on Feb 13 located at WITC. The meeting will host a key note speaker and will be packed with information. Mike proposed that the February Utility Commission meeting be held on January 28th at 7:30 a.m.

There being no further business, a motion was made by Pat Becker to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 6:10 p.m.

Jerry Frey, President

Bob Mullen, Secretary

NEW RICHMOND UTILITIES**JANUARY 2015
CHECK REGISTER**

Check #	Date	Amount	Vendor Name	Description
000546	1/9/2015	58,804.43	CITY OF NEW RICHMOND	PAYROLL 1/9/15
000547	1/15/2015	777.50	CHAPMAN METERING, LLC	POLYPHASE FIELD TEST
000548	1/15/2015	6,501.52	CITY OF NEW RICHMOND	MONTHLY BILL
000549	1/15/2015	2,500.00	CITY OF NEW RICHMOND	JANUARY RENT
000550	1/15/2015	5,112.99	CITY OF NEW RICHMOND	INSURANCE
000551	1/15/2015	20,904.22	CITY OF NEW RICHMOND	STORM WATER
000552	1/15/2015	7,289.84	CITY OF NEW RICHMOND	RECYCLING
000553	1/15/2015	48.80	DAKOTA SUPPLY GROUP INC	PHOTO CONTROL SHORTING CAP
000554	1/15/2015	39.00	HUEBSCH	SAFETY VEST
000555	1/15/2015	2,024.67	INFOSEND, INC	DECEMBER BILLING & POSTAGE
000556	1/15/2015	3,500.00	MUNICIPAL ELECTRIC UTIL OF WI	JOB TRAINING & SAFETY PROGRAM
000557	1/15/2015	177.00	NANCY PETERSEN	WPPI BOD MTG 12/12/14
000558	1/15/2015	778.78	NORTH CENTRAL LABORATORIES INC	GLASS FIBER FILTERS
000559	1/15/2015	5,842.99	NEW RICHMOND UTILITIES	DEC 2014 CTOC COLLECTIONS
000560	1/28/2015	699,781.28	WISCONSIN PUBLIC POWER INC	DEC14 PURCHASE POWER ETC
000561	1/19/2015	12,134.68	WI DEPT OF REVENUE	DEC14 SALES TAX
000562	1/20/2015	5,560.00	LOCAL GOVERNMENT INVESTMENT POOL	DEC14 SAC & WATER IMPACT FEES
000563	1/23/2015	55,849.36	CITY OF NEW RICHMOND	PAYROLL 1/23/15
000564	1/23/2015	84,050.00	LOCAL GOVERNMENT INVESTMENT POOL	JAN15 INVESTMENTS
000565	1/27/2015	29,000.00	LOCAL GOVERNMENT INVESTMENT POOL	JAN15 INVESTMENT
000566	1/23/2015	285.00	CHAPMAN METERING, LLC	WATTHOUR STANDARD CERTIFICATIO
000567	1/23/2015	12,000.00	CITY OF NEW RICHMOND	WATER TOWER LAND RENTAL
000568	1/23/2015	42,534.38	CITY OF NEW RICHMOND	TAX EQUIVALENT
000569	1/23/2015	85.50	CITY OF NEW RICHMOND	BENEFIT EXTRAS MO ADMIN FEES
000570	1/23/2015	25.00	CITY OF NEW RICHMOND	BENEFIT EXTRAS-MONTHLY FSA
000571	1/23/2015	65.25	CITY OF NEW RICHMOND	HRA COBRA RENEWAL FEE
000572	1/23/2015	458.48	CITY OF NEW RICHMOND	DISABILITY INSURANCE
000573	1/23/2015	123.50	CITY OF NEW RICHMOND	BENEFIT EXTRAS - FSA RENEWAL
000574	1/23/2015	24,135.79	CITY OF NEW RICHMOND	HEALTH INSURANCE

000575	1/23/2015	41.62	CITY OF NEW RICHMOND	LIFE INSURANCE
000576	1/23/2015	677.39	CITY OF NEW RICHMOND	DEC ADD'L MONTHLY BILL
000577	1/23/2015	1,369.97	DAKOTA SUPPLY GROUP INC	ERT 60W SENSUS REMOTE
000578	1/23/2015	868.80	DIGGERS HOTLINE, INC.	PREPAY TICKETS 1ST HALF 2015
000579	1/23/2015	122.40	VARIETY OFFICE PRODUCTS	COPY PAPER
033489	1/8/2015	364.17	FLEET ONE LLC	DEC FUEL
033490	1/8/2015	1,174.22	KWIK TRIP	DEC FUEL, EMPLOY GIFT, YRS SVC
033491	1/8/2015	278.89	VERIZON WIRELESS	DEC CELL PHONE
033492	1/13/2015	28,070.50	BERNARD'S NORTHTOWN INC	2015 RAM, TITLE, TRADE IN 2003
033493	1/15/2015	144.41	AUTO VALUE NEW RICHMOND	BRAKE PARTS CLEANER
033494	1/15/2015	533.17	BERNARD'S NORTHTOWN INC	FLUKE MULTIMETER
033495	1/15/2015	237.50	COUNTRYSIDE PLUMBING & HEATING	REPAIR & MAINT - REMOVE BURNER
033496	1/15/2015	0.00	DOYLES FARM & HOME INC	STUB CHECK
033497	1/15/2015	325.80	DOYLE'S FARM & HOME INC	SPRAYPAINT, SANDPAPER, FUSE, BAGS, CLI
033498	1/15/2015	570.00	ECKBERG LAMMERS BRIGGS WOLFF & VIERLIN	PROF SVC-ANTENNA TOWER LEASES
033499	1/15/2015	21.00	FAMILY FRESH MARKET	DISTILLED WATER
033500	1/15/2015	88,080.00	FRESCO INC	LED 190W STREET LIGHT FIXTURE
033501	1/15/2015	605.30	FREEDOM VALU CENTERS	DEC FUEL
033502	1/15/2015	495.31	FRONTIER COMMUNICATIONS	DECEMBER PHONE BILL
033503	1/15/2015	425.00	GIRARD'S BUSINESS SOLUTIONS	SCANNER SVC CONTRACT 1/15-1/16
033504	1/15/2015	500.88	HACH COMPANY	AMMONIA TNT, PHOSPHORUS TNT
033505	1/15/2015	7,770.56	HD SUPPLY WATERWORKS, LTD	3/4 IPERL METERS
033506	1/15/2015	78.84	STUART C IRBY CO	HUBB RR374 RECEIPT SINGLE
033507	1/15/2015	25.00	JEREMIAH WENDT	REIMBURSE NCEES RECORD
033508	1/15/2015	43.01	MATT BROWN	GENERATOR GAS
033509	1/15/2015	191.96	MIKE PETERSON	REIMBURSE SAFETY BOOTS
033510	1/15/2015	95.00	MY RECEPTIONIST, INC	ASWERING SVC DEC 17-JAN 13
033511	1/15/2015	1,584.28	NOBLE'S TIRE SVC	CHANGE 4 TIRES, DISPOSAL
033512	1/15/2015	177.35	QUILL	BLACK INJET CARTRIDGE
033513	1/15/2015	184.94	RIVER FALLS MUNICIPAL UTIL	PRIMARY FAULT FINDING
033514	1/15/2015	250.00	ST CROIX ECONOMIC DEVELOPMENT	2015 BRONZE MEMBERSHIP
033515	1/15/2015	780.00	SCHMITT & SONS EXCAVATING, INC	E 2ND ST- NEW COPPER LINE
033516	1/15/2015	3,289.90	THE SALVATION ARMY	ENERGY EFFICIENCY REIMBURSE

033517	1/15/2015	1,500.00	WELLNESS COMMITTEE	2015 CONTRIBUTION
033518	1/15/2015	76,920.31	WEST CENTRAL WIS BIOSOLIDS FAC	1ST QTR BIOSOLIDS 1/15-3/15
033519	1/15/2015	9,887.53	WESCO RECEIVABLES CORP	TRANSFORMER
033520	1/15/2015	205.00	WISCONSIN EMERGENCY MGMT	2014 TIER II CHEMICAL FEE
033521	1/15/2015	300.00	WISCONSIN CENTRAL LTD	WIRE CROSSING BASE RENT
033522	1/15/2015	5.00	DOYLE'S FARM & HOME INC	STORE COUPON REVERSED
033523	1/15/2015	355.00	BAKER TILLY VIRCHOW KRAUSE LLP	SERVICES FINANCIAL AUDIT 12/14
033254	1/15/2015	0.00	VOIDED CHECK	VOIDED CHECK
033525	1/20/2015	2,801.36	CITY OF NEW RICHMOND	FOR 1715 SEQUOIA LN TAXES-USDA
033526	1/23/2015	32.55	BASS LAKE INC	CR REF ACCT# 1521100-29
033527	1/23/2015	2,121.00	BERGERSON-CASSWELL, INC	INSTALL KPSI TRANSDUCER WELL#6
033528	1/23/2015	907.00	COMMERCIAL TESTING LABORATORY	BOD, PHOSPHOROUS, AMMONIA
033529	1/23/2015	500.50	COUNTRYSIDE PLUMBING & HEATING	REPAIR SHOP INFA-RED HEATER
033530	1/23/2015	1,373.40	DANNIE TURNER	CR REF ACCT# 1417000-20
033531	1/23/2015	20.06	DELORES L DREHMEL	CR REF ACCT# 800700-32
033532	1/23/2015	95.00	E & B SCALE SERVICES, INC	YRLY LAB SCALE CALIBRATION
033533	1/23/2015	37,335.00	GJONNES & SONS EXCAVATING LLC	UNDERGROUND SWR & WTR LINES
033534	1/23/2015	9,568.99	HAWKINS, INC	ALUMINUM SULFATE
033535	1/23/2015	45.37	JOHN DEERE FINANCIAL	SUNGLASSES, OIL, BARLUBE
033536	1/23/2015	11.40	NORTHSIDE POWER EQUIPMENT	HOLD DOWN CHUTES
033537	1/23/2015	61.08	SHORT ELLIOTT HENDRICKSON INC	TELECOM SVC AT&T NORTH TANK
033538	1/23/2015	246.40	TOM RICKARD	SAFETY BOOTS
033539	1/23/2015	8,156.00	T & R ELECTRIC	KVA THREE PHASE PAD MOUNT
033540	1/23/2015	20.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
033541	1/23/2015	30.00	WWOA	S SKINNER - W CENTRAL REG MTG
033542	1/23/2015	2,727.11	XCEL ENERGY	DECEMBER GAS BILL

Total **\$ 1,374,982.19**
Total Checks & Wires