



November 4, 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 **November 4, 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 – September 2015
5. Public Comment
6. 2016 Draft Budget Review and Discussion
7. Election of Officers
8. Staff Reports
9. Communications and miscellaneous correspondence
10. Closed Session per State Statute 19.81 (1)(c)(f) – “Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data and the preliminary consideration of specific personnel problems of an employee over which the City has jurisdiction and the discussion in public would likely have a substantial adverse effect upon the reputation of that employee and deliberating or negotiating and/or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
11. Open Session – Action on Closed Session Agenda
12. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow". The signature is fluid and cursive, with the first name "Mike" and last name "Darrow" clearly distinguishable.

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.

October 7, 2015

The regular meeting of the New Richmond Utility Commission was held on October 7, 2015 at 7:30 a.m. at the Civic Center.

Jerry Frey called the meeting to order at 7:30 a.m.

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

Members Absent: Gerry Warner

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

A motion was made by Bob Mullen to approve the minutes of the September 2, 2015 meeting, approve bills, and disbursements, seconded by Pat Becker, and carried.

Public Comment – None

Solar Garden – Project Agreement Approval – The PSC issued their final orders approving our Community Solar Garden Tariff on September 24, 2015. The PSC required WPPI to revise the tariff to calculate the credits to subscribing customers using actual avoided costs subject to periodic review and adjustment. The revised changes were sent to the city attorney for review and approved. The Solar Garden ground breaking is to take place on Monday, October 12, 2015 at 4:00 p.m. The marketing outreach to customers will begin at that time. A motion was made by Pat Becker to approve the project agreement, seconded by Dan Casey, and carried.

Shared Savings Loan – Domain Inc. – Domain, Inc has submitted an application for Focus on Energy and WPPI Energy RFP for Energy Efficiency funding for compressed air and lighting energy efficiency measures. For the cost of the projects not covered by incentives, they are pursuing a shared savings loan through the utilities. The Shared Savings program utilizes WPPI Energy funding to provide loans for customers pursuing energy efficiency measures. The loan is a 60-month term at 2%. WPPI Energy and New Richmond Utilities will share in the default risk. WPPI Energy performs a financial review of the customer to provide findings on a scale of 1-5. A score of 3+ shows no negative trends and is considered a favorable score. Staff is requesting Utility Commission authorization to enter into a Shared Savings agreement with Domain, Inc for an amount not to exceed \$50,000, pending the financial review is returned with a favorable score of 3 or greater. A motion was made by Bob Mullen to go forward with the Shared Savings Loan with Domain, Inc., for up to \$50,000.00, contingent on Domain's financial review having a score of 3 or greater, seconded by Dan Casey, and carried.

Water/Wastewater GIS (Geographic Information System) Update – Andrew Lamers, Community Development IT & GIS Analyst & Nick O'Brien, Limited Term GIS Technician, have been working this past summer to update the Water/Wastewater GIS. Andrew gave a short presentation on the information stored in the GIS, along with the benefits it provides to the Utility.

Department Reports:

Bob Meyer, Water Superintendent:

Bob extended a thank you to the Board for their support in implementing the cross connection procedures. The installation of new meters and cross connection inspections is ongoing. Water Department has finished televising 33,000 feet of sewer mains on the North Side. Jetting continues, as well as a large amount of locates. Jon Evans will begin flushing hydrants on Monday, and is also involved with water inspections for the Health Center. Grant Way is under construction. The Water Department will be involved with inspections at the Good Will site. The valve exercising to clean and maintain valves has been completed.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Jeremiah Wendt gave a brief update for Steve Skinner. Steve was attending the WWOA Conference in Wisconsin Dells. There were some wiring issues on the final clarifiers that will be repaired by a local electrician. The UV disinfection has been completed. The final clarifiers will be drained and cleaned in preparation for winter. Dave Pufall has been on vacation. Greg Hermansen, along with other staff members from the Water Department were helping out as needed.

Tom Rickard, Electric Superintendent:
Tom Rickard was absent.

Jeremiah Wendt, Director of Public Works:

Jeremiah has spent a lot of time on the street and utility projects. Construction of Grant Way is currently in progress. Roosevelt Drive will be starting later in the week. Projects on 175th Street, 115th Street, and High Street are underway. High Street is almost ready for paving. Work has just started on 175th Street and 115th Street. They have begun stripping off millings, and have started some storm sewer work. Currently working on the 2016 Budget. The final interviews for the Operations Manager position will take place later this week. This position will be funded through the City.

Nancy Petersen, Finance Director:

MEUW Accounting and Customer Service Seminar – Diane and I attended MEUW's Accounting and Customer Service Seminar on September 23 in the Dells. Topics included the State's SDC program (State Debt Collection), some PSC reporting changes, an update of Act 274, and the changes as it pertains to this year's tax roll process.

Lien Processing (Tax Roll) – 2015 – We are preparing to mail tax roll letters on October 15 to property owners, and this year, tenants (due to Act 274), who have a past due utility balances as of September 30. With our >60 days past due A/R being consistently at 1% since the beginning of the year, and our practices of disconnecting throughout the year, we are hopeful that this year's tax roll will be at last year's level, if not lower.

Collecting Unpaid Utility Bills – Towns of Richmond and Star Prairie – Both boards of the Town of Star Prairie and Richmond meet, October 6 and October 8, respectively. We hope that the towns will approve the adoption of a Resolution Authorizing the Town of Richmond and Star Prairie to Impose a Special Charge under Wis. Stats. §66.0809. An Agreement for Assessment between the Towns and the City was also drafted by Nick Vivian which also be included on the Council's agenda on October 12. We will then be able to utilize the same tax roll process as we do in the City limits of New Richmond.

2015 Northstar User Conference – Debbie Powers will be leaving on October 20 to attend the 2015 Annual Northstar User Conference to be held on October 21-23rd in Atlanta, GA. This is a full scholarship to attend the conference paid by WPPI.

Baker Tilly Utility University – Nancy will be attending Baker Tilly's Utility University on October 20. Topics include: governmental accounting update, succession planning, IT security, community solar, communicating with your governing body, cash reserve policy and the Wisconsin Public Service Commission Annual Report.

2016 Budgeting - We are working on the 2016 budgets and will have drafts to present at the November Utility Commission meeting.

WPPI Contract Extension – Mike Peters and other staff from WPPI will present to the City Council on October 12 at 7 p.m. We invite Utility Commissioners to attend as WPPI presents information on extending our contract with WPPI through 2050 (the current contract goes through 2037). New Richmond Utility staff will be compiling the pros and cons to present to the Utility Commission in November or December for a final decision to be made by the end of this year.

October 12 at 4 p.m. – Community Solar Garden Groundbreaking Ceremony and Event – The groundbreaking for our Community Solar Garden will be held on Monday, October 12 at 4 p.m. at the site. We are working on getting as many people and businesses there as possible for this exciting and historical event and hope also that all of the Utility Commissioners will be present as well. We are planning to have music, light refreshments, a ceremony and sign ups to purchase panels. Following the event 45th Parallel and Barley John’s Brewery will be conducting tours and tastings.

Weston Arndt, WPPI Energy Services Rep:

Energy Services Work

- Given some recent decorative street light failures, we are evaluating potential retrofit or lamp replacement options. We currently are testing 4 products.
- Westfields Hospital was approved for a study grant from WPPI Energy to evaluate their existing and future cooling needs and analyze the energy impacts of their options.
- Work continues at the Phillips-Medisize expansion, LED lighting is installed, final connection of the chiller is underway. They are still working through delays for the central resin drying and processing system.

Mike Darrow, Utility Manager:

Mike had a meeting with representatives from WPPI on Monday to review the proposed contract extension. An update will be provided in November.

Communications and miscellaneous correspondence – Some discussion took place on when elections for Utility Commission President would take place, as well as the Utility Commission dinner. This is to be discussed during the November 4, 2015 meeting.

There being no further business, a motion was made by Dan Casey to adjourn, seconded by Pat Becker, and carried. The meeting adjourned at 8:30 a.m.

Jerry Frey, President

Bob Mullen, Secretary

New Richmond Utilities

Oct-15 Check Register

Check #	Date	Amount	Vendor Name	Description
000853	10/2/2015	58,859.71	CITY OF NEW RICHMOND	PAYROLL 10/2/15
000854	10/7/2015	11,852.00	US BANK CORPORATE PAYMENT SYSTEM	SEPT PCARD - ELECTRIC DEPT
000855	10/8/2015	3,583.37	CITY OF NEW RICHMOND	SEPT MONTHLY BILL
000856	10/8/2015	2,500.00	CITY OF NEW RICHMOND	RENT
000857	10/8/2015	7,343.88	CITY OF NEW RICHMOND	RECYCLING
000858	10/8/2015	21,649.31	CITY OF NEW RICHMOND	STORM WATER
000859	10/8/2015	1,283.38	DAKOTA SUPPLY GROUP INC	WIRE
000860	10/8/2015	232.00	GOLDCOM VOICE & DATA SUPPLY	SAFETY MARKING PAINT
000861	10/8/2015	2,080.21	INFOSEND, INC	SEPT BILLING & POSTAGE
000862	10/8/2015	38.45	NANCY PETERSEN	REIMBURSE 2016 PLANNER
000863	10/8/2015	5,584.57	NEW RICHMOND UTILITIES	SEPT CTOC COLLECTIONS
000864	10/8/2015	50.00	PAT HOWELL	REMIBURSE DNR TEST/WTR EXAM
000865	10/8/2015	61,419.80	TJADER & HIGHSTROM	DIRECTIONAL BORE, PRIMARY
000866	10/8/2015	49.90	VARIETY OFFICE PRODUCTS	IVR TONER, HP
000867	10/16/2015	58,222.42	CITY OF NEW RICHMOND	PAYROLL 10-16-15
000868	10/16/2015	16,800.00	LOCAL GOVERNMENT INVESTMENT POOL	SEPT15 WATER IMPACT FEES & SAC
000869	10/21/2015	83,550.00	LOCAL GOVERNMENT INVESTMENT POOL	OCT15 INVESTMENTS
000870	10/28/2015	654,416.49	WISCONSIN PUBLIC POWER INC	SEPT15 PURCHASED POWER
000871	10/16/2015	29,000.00	LOCAL GOVERNMENT INVESTMENT POOL	OCT15 INVESTMENT
000872	10/30/2015	40,586.88	BOND TRUST SERVICES CORP	2007 W/S REVENUE BOND PMT
000873	10/19/2015	4,215.33	CITY OF NEW RICHMOND	INSURANCE SEPTEMBER
000874	10/19/2015	4,215.33	CITY OF NEW RICHMOND	INSURANCE OCTOBER
000875	10/19/2015	42,534.42	CITY OF NEW RICHMOND	TAX EQUIVALENT OCTOBER
000876	10/19/2015	200.00	MUNICIPAL ELECTRIC UTIL OF WI	ACCTG/CUST SVC-PETERSEN,THIELK
000877	10/19/2015	33,779.48	WI DEPT OF REVENUE	SEPT15 SALES TAX
000878	10/27/2015	92.62	CITY OF NEW RICHMOND	BEN EXTRAS- HRA MONTHLY ADMIN
000879	10/27/2015	26.00	CITY OF NEW RICHMOND	BEN EXTRAS MONTHLY FSA
000880	10/27/2015	486.56	CITY OF NEW RICHMOND	DISABILITY INSURANCE

000881	10/27/2015	23,974.45	CITY OF NEW RICHMOND	HEALTH INSURANCE
000882	10/27/2015	38.27	CITY OF NEW RICHMOND	LIFE INSURANCE
000883	10/27/2015	185.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
000884	10/27/2015	171.45	NANCY PETERSEN	BAKER TILLY SCHOOLING-REIMBURS
000885	10/27/2015	20.00	WISCONSIN STATE LAB OF HYGIENE	FLOURIDE
000886	10/29/2015	58,053.97	CITY OF NEW RICHMOND	PAYROLL 10/30/15
034008	10/6/2015	187.48	ANTHONY JENNINGS	CR REF ACCT# 909500-25
034009	10/8/2015	1,335.47	ALBRIGHTSON EXCAVATING INC	PAYMENT #2
034010	10/8/2015	180.22	BALDWIN TELCOMM	SEPTEMBER PHONE BILL
034011	10/8/2015	120.00	DAMARC QUALITY INSPECTION SER	BOILER INSPECTION
034012	10/8/2015	517.15	DRESSER TRAP ROCK INC	ROCK
034013	10/8/2015	24,641.63	ENERGIS HIGH VOLTAGE RESOURCES	INSTALLED GAS CIRCUIT BREAKER
034014	10/8/2015	1,237.60	EXPRESS EMPLOYMENT PROFESSIONALS	9/22/15 WAGES R JORSTAD
034015	10/8/2015	1,241.05	FLEET ONE LLC	SEPTEMBER FUEL
034016	10/8/2015	392.08	FREEDOM VALU CENTERS	SEPTEMBER FUEL
034017	10/8/2015	274.76	FRONTIER COMMUNICATIONS	SEPTEMBER PHONE BILL
034018	10/8/2015	580.00	GEIGLE ELECTRIC LLC	INSTALL FAN ASSEMBLY IN VFD
034019	10/8/2015	7,457.71	HD SUPPLY WATERWORKS, LTD	IPERL METERS
034020	10/8/2015	25,071.44	STUART C IRBY CO	ROD EXTENSIONS
034021	10/8/2015	487.96	KWIK TRIP	SEPT FUEL
034022	10/8/2015	201.37	MY RECEPTIONIST, INC	ANS SVC 9/23-10/20, ADD'L MINU
034023	10/8/2015	200.00	NORTHERN LAKE SERVICE, INC.	HALOACETIC ACIDS, ORGANICS, TR
034024	10/8/2015	3,757.05	SHORT ELLIOTT HENDRICKSON INC	2016 STREET DESIGNS
034025	10/8/2015	1,237.48	TOTAL ENERGY SYSTEMS	ON SITE REPAIR-OVERCRANK FAULT
034026	10/8/2015	258.58	VERIZON WIRELESS	SEPTEMBER CELL PHONE
034027	10/8/2015	190.86	ZEP SALES & SERVICE	2 PLY TOWELS
034028	10/13/2015	279.64	PUBLIC SERVICE COMM OF WI	SOLAR GARDEN PILOT PROGRAM APP
034029	10/19/2015	749.15	AMERIPRIDE LINEN & UNIFORM SERVICES	UNIFORM RENTAL
034030	10/19/2015	176.17	ANDREW KNUTSON	CR REF ACCT# 628300-21
034031	10/19/2015	350.00	BOND TRUST SERVICES CORP	WTR & SWR BOND PAY AGENT FEE
034032	10/19/2015	10.12	CLARK & BONNIE JO CARTER	CR REF ACCT# 424500-20
034033	10/19/2015	388.94	CLEAR CHOICE PRINTING INC	BANNERS-SOLAR GARDEN
034034	10/19/2015	195.00	DENNIS HOLMQUIST	CR REF ACCT# 1444600-22
034035	10/19/2015	173.71	DIANE SCHAUB	CR REF ACCT# 725800-23

034036	10/19/2015	728.00	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE-R JORSTAD
034037	10/19/2015	97.42	EXPRESS LUBE & RENTAL	TENTS-SOLAR GARDEN
034038	10/19/2015	50.00	INTERACTIVE MEDIA SOLUTIONS	2 YR DOMAIN RENEWAL-WPPI MEMBE
034039	10/19/2015	48.28	JEAN HANSEN	CR REF ACCT# 1116800-20
034040	10/19/2015	156.25	KRAUSE POWER ENGINEERING, LLC	CONTROL PANEL N SUBSTATION
034041	10/19/2015	121.65	LOCATORS & SUPPLIES, INC	WINER DEERSKIN MECHA
034042	10/19/2015	124.86	MICHELLE & CRAIG JANSEN	CR REF ACCT# 335300-20
034043	10/19/2015	720.00	MICHELLE RIBA	CR REF ACCT# 712600-20
034044	10/19/2015	71.40	PUBLIC SERVICE COMM OF WI	ASSESSMENT-COM SOLAR GARDEN
034045	10/19/2015	70.49	RUTH SUND	CR REF ACCT# 1027000-23
034046	10/19/2015	200.74	VICTORIA R DONAHUE	CR REF ACCT# 1505400-31
034047	10/19/2015	7,236.66	WESCO RECEIVABLES CORP	RED BURIAL TAPE
034048	10/19/2015	1,750.06	WI DEPT OF REVENUE	GROSS REVENUE LICENSE FEE
034049	10/27/2015	344.05	AMBER & MICHAEL PAX	CR REF ACCT# 1637100-21
034050	10/27/2015	582.40	EXPRESS EMPLOYMENT PROFESSIONALS	10/18/15 WAGE R JORSTAD
034051	10/27/2015	439.82	STUART C IRBY CO	PULLING LUBRICANT
034052	10/27/2015	136.93	MARIAH L SIMON	CR REF ACCT# 847900-27
034053	10/27/2015	97.22	MATT S ELLWANGER	CR REF ACCT# 844700-32
034054	10/27/2015	1,224.28	MONARCH PAVING COMPANY	ASPHALT W 6TH & W 7TH
034055	10/27/2015	8,505.32	PUBLIC SERVICE COMM OF WI	ELEC ADVANCE ASSESSMENT
034056	10/27/2015	161.90	REBECCA L HOLMES	CR REF ACCT# 1452700-36
034057	10/27/2015	1,150.00	SCHMITT & SONS EXCAVATING, INC	BACKHOE - 1934 W 7TH ST
034058	10/27/2015	1,110.67	SHORT ELLIOTT HENDRICKSON INC	2015 TELECOM SERVICES
034059	10/27/2015	109.66	STEPHENS SANITATION LTD	GARBAGE SERVICE AUG & SEPT
034060	10/27/2015	335.75	STEVE SKINNER	REIMBURSE WWOA CONFERENCE
034061	10/27/2015	19,804.15	WEST CENTRAL WIS BIOSOLIDS FAC	SEPTEMBER BIOSOLIDS
034062	10/27/2015	179.23	XCEL ENERGY	SEPTEMBER GAS BILL
034063	10/28/2015	<u>32.27</u>	NEW RICHMOND UTILITIES	PETTY CASH-PPR TOWELS, FABRIC

Total **\$ 1,344,577.33**
Checks & Wires