

## NEW RICHMOND UTILITY COMMISSION MINUTES

**April 19, 2017**

The regular meeting of the New Richmond Utility Commission was held on April 19, 2017 at 3:30 p.m. at the Civic Center.

Pat Becker called the meeting to order at 3:30 p.m.

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

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

A motion was made by Dan Casey to approve the minutes of the March 1, 2017 meeting, and approve March 2017 bills and disbursements, seconded by Jerry Frey, and carried.

**Public Comment:** None

### **2017 Street/Utility Projects Bid Results:**

Four bids were submitted for the 2017 Street/Utility Projects. Jeremiah Wendt updated the Utility Commission on those bids. The low bid was \$2.3 million from McCabe Construction. The breakdown of construction costs for the water is over \$400,000.00, and the sanitary sewer side is over \$300,000.00. Jeremiah and Rae Ann Ailts will work on details for funding. The bids came in below the original estimate of \$2.8 million. Motion was made by Dan Casey to approve the bid from McCabe Construction, seconded by Gerry Warner, and carried. Mike Darrow stated future Capital Projects will be discussed at the next Utility Commission meeting.

### **WITN Contract:**

Jeremiah gave some background information on Wisconsin Technology Network (WITN). WITN has proposed the installation of small cell communication facilities on one of the City's existing street light poles (in front of the Fire Hall on Arch Avenue). Pursuant to this request, staff have worked with the City's attorney, WITN, and their legal counsel to draft an agreement that addresses the installation of facilities by WITN. As part of the agreement, WITN will pay the city \$4,000 to offset the cost of negotiating the agreement, as well as a \$1,500 permit fee for each proposed location (only one at this point, but the agreement covers future additional installations as well). Bob Mullen moved to approve the contract as presented with WITN, seconded by Gerry Warner, and carried. This will go to City Council on May 8<sup>th</sup> for their approval.

### **Well 6 Maintenance:**

Staff solicited quotes from 3 vendors for removal and maintenance/repair of Well 6, as scheduled for 2017 in the Water Utility Capital Plan. Bergeson Caswell provided the lowest quote, and based on past experience with their company, staff felt they had the necessary experience and equipment to perform the removal, maintenance, and repair work needed. As such, staff contracted with Bergeson Caswell for the required work. Bob Mullen moved to accept the bid from Bergeson Caswell, not to exceed \$36840.00, seconded by Gerry Warner, and carried.

### **Sewer Credit Adjustment Request Withdrawn – Margaret Bower:**

Rae Ann Ailts updated the commission on the credit adjustment Margaret Bower requested at the previous commission meeting. Margaret Bower withdrew her request for a sewer adjustment as insurance will cover the issue.

The Utilities will evaluate the Sewer Adjustment Policy, and will bring back to the Utility Commission at a later date.

### **Sewer Credit Adjustment Request – Larry DuBois:**

The request from Larry DuBois for a sewer credit adjustment was tabled at the March Utility Commission meeting. Utility Commissioners requested additional information pertaining to insurance coverage and the related loss. Staff contacted Larry DuBois and the insurance agent for Larry and requested the additional information. Larry's insurance stated additional living expenses would be covered. Staff recommends the application for sewer credit be denied based upon prior application rulings which have been granted only when 100% of the water was not treated at the Waste Water Treatment Plant. Staff recommends denying the request based on how other applications have been reviewed. A motion was made by Bob Mullen to deny the sewer credit request based upon our policy stating "Only water pipe breaks (leaks) that develop after metering which do not add to the volume of water at the WWTP may be considered for a sewer adjustment", seconded by Gerry Warner, and carried.

### **Department Reports**

#### **Bob Meyer, Water Superintendent:**

A new control panel was installed at the CIP Lift Station. Although some minor issues have occurred, operations have not been affected. Meter testing, cross connections, and locates are ongoing. Hydrocorp was in town last week completing commercial and industrial cross connection inspections. New truck for the Water Department was delivered. There were issues with pipes under Maple Island Creamery filling up with sand and gravel, possibly due to reconstruction taking place. Staff helped vacuum the pipe, resolving the issue.

#### **Steve Skinner, Lead Wastewater Treatment Plant Operator:**

The VFD at the Main Lift Station is up and running. The effluent sampler had a control board for sampling go down last month. Although it was down for approximately one week, it was repaired and is currently functioning. DNR was notified. The generator service proposals have been finalized. Generators should be serviced during the month of August. Staff have been working on cleaning and inspecting the clarifiers, along with servicing the UV system components.

#### **Tom Rickard, Electric Superintendent:**

Tom Rickard stated the yearly Public Service Commission system inspection is approximately 80% complete. A mower has been rented from Alden Township for mowing under power lines and right of ways. New services continue to be installed by staff. Electric disconnects have begun. Chapman Metering is testing three phase commercial services within the city. This is done every four years. Tom announced that yesterday was Lineman Appreciation Day. There was a pole top burn off on 140<sup>th</sup>, causing a power outage. The pole was replaced and power restored.

#### **Jeremiah Wendt, Director of Public Works:**

The summer will be busy with start of 2017 street and utility projects. There will be a construction service contract with SEH for \$200,000.00. Dave Pufall will do inspections resulting in savings of \$50,000.00 or more. Having someone internal do inspections, and making sure things are done right the first time, results in huge savings on the projects as well. McCabe Construction would like to begin construction as soon as possible. The City is working with Richmond Township on the 2018 125<sup>th</sup> Street Project.

#### **Rae Ann Ailts, Finance Director:**

The audit was conducted during the week of March 13, 2017. Everything went very well. The PSC report has been filed. Rae Ann went over the 2016 Financial Reports with the Commissioners. Rae Ann explained how the collection process works in regards to the winter moratorium ending and electric disconnections taking place. Friday, April 21<sup>st</sup>, is All Staff Day. The Utility office will be closed.

#### **Weston Arndt, WPPI Energy Services Rep:**

No report given.

**Mike Darrow, Utility Manager:**

Mike Darrow gave a brief update on the Capital Improvement projects. These projects will be discussed during future meetings. The funding/borrowing for these projects will be discussed over the next three to four years. The comprehensive planning process will occur during the summer months. With new construction projects taking place, it will be another busy spring and summer. The land auction for property located along County Road A closed today. Anticipation of development is expected in that area. The local New Richmond newspaper eliminated all editorial staff, and will no longer have representatives at City meetings.

There being no further business, a motion was made by Bob Mullen to adjourn, seconded by Gerry Warner, and carried. The meeting adjourned at 4:40 p.m.

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Pat Becker, President

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Gerry Warner, Secretary