



**Utility Commission  
Meeting Minutes  
Wednesday,  
November 6, 2019 at  
3:30 PM  
Civic Center ED Lab**



The Utility Commission of the City of New Richmond was called to order on Wednesday, November 6, 2019, at 3:30 PM, in the Civic Center ED Lab, with the following members present:

**PRESENT:** Patrick Becker, Gerald Warner, Robert Mullen, Mike Kastens, Dan Casey

**OTHERS PRESENT:** Rae Ann Ailts, Joel Enders, Jeremiah Wendt, Stacie Running, Weston Arndt, Steve Skinner, Bob Meyer, Mike Darrow and Debbie Powers

**ROLL CALL**

Dan Casey attended by phone.

**ADOPTION OF AGENDA**

Gerald Warner made a motion to approve the agenda as presented. Patrick Becker seconded the motion. Carried unanimously.

**APPROVAL OF MINUTES**

**MINUTES FROM OCTOBER 2, 2019**

Robert Mullen made a motion to approve the minutes from October 2, 2019. Gerald Warner seconded the motion. Carried unanimously.

**APPROVAL OF BILLS AND DISBURSEMENTS**

**OCTOBER 2019 BILLS AND DISBURSEMENTS.**

Patrick Becker made a motion to approve the October 2019 bills and disbursements as presented. Gerald Warner seconded the motion. Carried unanimously.

**PUBLIC COMMENT**

There were no public comments.

**2020 BUDGET**

Rae Ann Ailts reviewed the budget and highlights of the informational packet the commission members received. Gerald Warner made a motion to approve the 2020 Utility budget and forward to City Council. Patrick Becker seconded the motion. Carried unanimously.

## **2020 CAPITAL IMPROVEMENT PLAN**

Joel Enders presented the 2020-2024 Capital Plans for Water, Electric and WWTP departments. Patrick Becker made a motion to approve the 2020 Utility Capital Plan. Gerald Warner seconded the motion. Carried unanimously.

## **JEFFERSON-MARSHALL UTILITY DESIGN COSTS**

Jeremiah Wendt gave a review on the Jefferson-Marshall project. A portion of this project will include water and sewer upgrades.

Robert Mullen made a motion to approve the Utility Design for the Jefferson-Marshall project. Patrick Becker seconded the motion. Carried unanimously.

## **DEPARTMENT REPORTS**

### **Water Department - Bob Meyer**

- Busy with locates.
- Working on jetting.
- Started televising last week - some issues on Knowles Avenue.
- Meters and cross connections are ongoing.
- Updating and use of the field iPad has begun.
- Well #2 is back on line.
- Flushing is almost complete.

### **Sewer Department - Steve Skinner**

- Fall cleaning of equipment has been completed.
- Planting of 80 trees from the gravel bed nursery is complete.
- Main lift station pumps are working fine after VFD replacement.
- Yard lights at WWTP have been changed to LED. Looking into changing building exterior lights out to LED also.
- Finishing up on a pilot for phosphorus, not working as anticipated.
- West Central Wisconsin Biosolids Annual Meeting will occur on November 21st at Barn Board Grill in Roberts, WI.

### **Electric Department - Weston Arndt**

#### **Community Internet Service**

- The survey and request for network speed tests has provided data from over 250 users.
- We held 4 listening sessions with light attendance, but good conversation with those who attended.
- Working on compiling and summarizing data from the survey.
- Next steps will be discussions with existing providers and formulating options for improvement.

#### **Electric**

- **East 7th and Oak** – Work continued transferring customer services from the old overhead to the new underground. We expect another week or two, as we have some work in the alley to the south of E 7th between S Starr and Riley as well. We also have to set one secondary pole and one street light pole.
- **East 6th and Arch** – Two directional drills were completed. The short outage to replace the overhead conductor was performed on Friday, October 11. New underground was installed

between the corner of Arch and E 6th to Edward Jones, and also across E 6th to the first service on Arch. Need another short outage to complete transfer to new facilities.

- **Bosch Packaging Underground** –The Bosch south parking lot was directionally drilled, a new transformer was set, and new primary feeders were pulled in coordination with a scheduled outage on October 31 and November 1.
- **New services** – The cold temperatures have led to a rush to get wire in the ground. Our policy is once there is too much frost, the developer or contractor is responsible to thaw or dig a trench for us to install services.
- **James Place** – Q3 is digging a joint trench for gas and electric along Michael and Brigetta today.
- **Trail View** – Q3 will dig a joint trench for gas and electric along 115th Friday and Monday.
- **Willow River Bluffs** – We put pipe in for road crossings, but how much primary extension we do is TBD. Q3 plans to work until early/mid December, so a joint trench is still a possibility.
- **Oevering Homes Addition** – Office building expansion for Oevering – primary extension in the north parking lot, 5 services.
- **DG Interconnection** – Had a residential solar installation at 346 Greaton.
- **Digger Derrick Specs** – Working on specs with Altec and Versalift for Digger Derrick.
- **Pole Testing** – Truckload of poles should arrive in about two weeks.

#### **Public Works Director - Jeremiah Wendt**

- Adam Jackson oversaw the completion of improvements in the James Place subdivision.
- Substantial progress on Phase 2 of Willow River Bluffs, and preparation for the Trail View subdivision.
- Reviewed plans for future commercial developments, including 45th Parallel.
- Met with SEH to work out details of the GG water main project.

#### **Finance Director - Rae Ann Ailts**

- Received a letter from PSC on billing Audit, a few minor corrections are needed.
- Winter moratorium is in effect.
- Tax lien finalization will occur on November 15, 2019.

#### **WPPI-ESR - Stacie Running**

- Focus on Energy
  - Incentives paid January-October, 2019 = \$74,606
    - \$5,837 paid last month
  - 1592 customer incentives
    - 24 commercial/industrial
    - 1555 residential
    - 13 school & government
  - 1,229,675 first year kWh savings – 115% of 2019 goal
- WPPI/New Richmond Utilities
  - Customer Connections Conference Highlights -
    - Cyber Security
    - Customer Engagement
    - AMI & Data Analytics
    - Smart Energy Provider Designation
      - 67 recipients

- 21 WPPI communities across WI & IA
- 20 communities in WI - 19 from WPPI
- Upcoming Opportunities
  - Building Community Connections – 11/7 @ Sun Prairie
  - Orientation to Public Power & Generation Tours – 11/14 @ Kaukana
  - APPA Legislative Rally – 2/24-26
  -

**Utility Manager - Mike Darrow**

- Thanked staff for time spent on the Budget & Capital Improvements.
- The City Council approved the Gerrard Plan for the Beebe Building.
- There will be a joint Library Board and Council meeting in December.

**COMMUNICATION AND MISCELLANEOUS**

**ADJOURNMENT**

Gerald Warner made a motion to adjourn at 4:28 p.m. Patrick Becker seconded the motion. Carried unanimously.