

Minutes of the Oconto Utility Commission held on June 4th, 2018

“Unapproved”

- 1.) Call meeting to order by President Schreiber at 5:06 p.m.
- 2.) Roll Call Members present: Earl Uhl, Al Schreiber, & Brian Vandenlangenberg. Others Present: Jeremy Wusterbarth. Excused: Ron Filz & Steve VanCampenhout.
- 3.) Approval of agenda: **Motion by Uhl second by Vandenlangenberg to approve of the agenda as presented.** **3 ayes M/C**
- 4.) Approval of meeting minutes from 4/30/2018: **Motion by Vandenlangenberg second by Uhl to approve of the meeting minutes from 4/30/2018 as presented.** **3 ayes M/C**
- 5.) Public Input: Jeremy explained that they are still working on dealing with the contract and permits from Wireless Planning for the communication towers on Scherer Ave and in the Industrial Park. Permits were denied for multiple reasons, two major reasons being the residential neighborhood location and restricts possible business growth and revenue. Two weeks ago the City of Oconto received terms from the lease agreement from Wireless Planning. They wanted to change almost all of the language in the agreement to put them at no fault for things such as damages, and make the agreement financially better for them. This request was denied. The only time a utility commission would ever need to build a coral is if they are building a brand new tower. If the tower company wants to upgrade the sufficient and currently up to standards coral system it is at their cost. We are now waiting for their rebuttal. We gave them a 45 day extension on their lease agreement, which now ends next week Friday, June 15th.

****Note: Steve VanCampenhout arrived at 5:16pm****

- 6.) Correspondence:
 - a.) Electrical Costs: Jeremy went over Electrical Costs spreadsheet. Looking consistent and operating efficiently. Blowers have been in for 6 months now, Jeremy is going to put together a spreadsheet to illustrate how electrical cost and usage changed since the aeration system has been operating.
 - b.) WWTP Monthly Flows: Jeremy went over WWTP Monthly Flows spreadsheet. Everything is normal and consistent.
 - c.) Septic Hauler Comparison: Sutrick is retiring and sold his business, they are operating under the same name of Sutrick Septic Service. They signed a new contract with us.
 - d.) Utility Report: Slight increase in meters as seasonal meters are starting to go back in.
 - e.) Update on Construction Projects: Holtwood Way – Project is complete other than waiting for growth in ditches and landscaping. If do not grow properly, money will be taken out of the retainage to reseed. Lindsey/Washburn Ave – Pre-construction meeting with Peter’s Concrete this week for start date. After July 4th estimated start date. End of August/early September estimated completion date. McDonald St – ahead of schedule. There is a conflict with the Railroad. And we are currently on hold waiting for a permit for the bore pit. Railroad changed the permit policy/process. We handed in all of our permits in January and thought everything was good and moving forward, until on March 29th they told us their permit process changed. We were not notified of this until we called them asking about the status of our permits at which point we were told we need to go through this new permit process. They want new soil borings done on both sides of the track. We had to have a boring company come in quickly, which cost us extra money. Despite this setback and a few small conflicts, we are still ahead of schedule and estimated to finish all the utilities by June 29th. RC Excavating, a subcontractor who will be tearing out all the curb and gutter and sidewalks, will be coming in this week for Scherer Ave. Curb and gutter and flat work is scheduled to start Monday, June 18th, weather permitting. Northwoods Asphalt is coming on Monday, July 16th to lay down asphalt, with landscaping happening the week before that.

- 7.) Discussion/Recommendation/Action on the Following:
- a.) Approve pay request #3 from Dorner Inc. for the McDonald St construction project: **Motion by VanCampenhout second by Uhl to approve pay request #3 from Dorner Inc. for work completed on McDonald St in the amount of \$213,183.04.** 4 ayes M/C
 - b.) Approve invoice to FSO Management in the amount of \$9,004.50 for Spring sludge removal: **Motion by Vandenlangenberg second by VanCampenhout to approve invoice to FSO Management in the amount of \$9,004.50 for Spring sludge removal.** 4 ayes M/C
 - c.) Approve invoice from WI DNR in the amount of \$5,460.18 for annual environmental fees: Yearly water and sewer regulations fee from the DNR. **Motion by Uhl second by Vandenlangenberg to approve invoice from WI DNR in the amount of \$5,460.18 for annual environmental fees.** 4 ayes M/C
 - d.) Approve invoice from Xylem Water Solutions in the amount of \$4,795.00 for the repair of pump at Park Ave lift station: Two pumps went out at the lift station. Will be coming out of the equipment repair fund. **Motion by VanCampenhout second by Vandenlangenberg to approve invoice from Xylem Water Solutions in the amount of \$4,795.00 for the repair of pump at Park Ave lift station.** 4 ayes M/C
 - e.) Approve invoice from Core & Main, Inc. in the amount of \$3,861.39 for water repairs on McDonald St. **Motion by Uhl second by VanCampenhout to approve invoice from Core & Main, Inc. in the amount of \$3,861.39 for water repairs on McDonald St.** 4 ayes M/C
 - f.) Approve 2017 CMAR (Compliance Maintenance Annual Report): We are required by the Department of Natural Resources to send in our CMAR Report every year. Jeremy went over the report. Last page shows our grades and shows our GPA of 4.0. If a GPA less than a 3.0 is issued, the DNR sets up a plan on how the grades and GPA will be increased. **Motion by Vandenlangenberg second by Uhl to approve 2017 CMAR (Compliance Maintenance Annual Report).** 4 ayes M/C
- 8.) Approval of Accounts Payable from April 1st to April 30th, 2018 in the amount of \$760,100.21 and from May 1st to May 31st, 2018 in the amount of \$242,804.81: Jeremy explained the reason April is so high is because of our revenue bond payment, our interest on our long term debt. **Motion by VanCampenhout second by Uhl to approve of the Accounts Payable from April 1st to April 30th, 2018 in the amount of \$760,100.21 and from May 1st to May 31st, 2018 in the amount of \$242,804.81.** 4 ayes M/C
- 9.) Revenue & Expenditure Guidelines from 2018: Reviewed revenue & expenditure guidelines from 2018 as presented. We will be receiving the audit report soon. **Motion by Uhl second by VanCampenhout to approve the Revenue & Expenditure Guidelines form 2018.** 4 ayes M/C
- 10.) Next Meeting Date & Time: As needed. End of this month or the first week of next month for Dorner pay request and talk about some repairs and upgrades at the WWTP.
- 11.) Adjournment: **Motion by Vandenlangenberg second by VanCampenhout to adjourn @ 5:42 p.m.** 4 ayes M/C

Meeting minutes submitted by:
Brittney Bickel
Utility Clerk