

**Minutes of the Oconto Utility Commission Meeting
held on October 2nd, 2023 in the City Hall Conference Room**

“Unapproved”

- 1.) Call meeting to order by Chairperson Brian Vandenlangenberg @ 5:00 p.m.
- 2.) Roll Call: Members Present: Ron Filz, Butch Mehlberg, Brian Vandenlangenberg, and Steve VanCampenhout
Also present: Utility Manager Matt Beekman, Wastewater OIC Ben Thome, and City Administrator Brittney Burrueal also as recording secretary
Members Excused: Earl Uhl
- 3.) Approval of Agenda: **Motion by Filz, second by VanCampenhout to approve of the agenda as presented for 10/02/2023. 4 ayes M/C**
- 4.) Approval of Meeting Minutes from 09/06/2023. **Motion by Mehlberg, second by VanCampenhout to approve of the minutes from 09/06/2023 as presented. 4 ayes M/C**
- 5.) Public Input:
 - Matt Beekman, Utility Manager, Second notice for private wells was sent out. There is an additional \$50 fee charged for being late. Our radium was over on both Wells 5 and 7 that we tested. Well 5 is used every day and Well 7 is currently offline. A running four quarter average is looked at, so we will test again next week and reevaluate. We will test the Wells and the Towers.
 - Ben Thome, Wastewater OIC, We received our approval letter from the DNR for our facility upgrade project.
- 6.) Correspondence:
 - a.) Electrical Costs: Everything is ordinary. No changes or concerns. Per Mayor Panetti’s request, Utility Manager Matt Beekman again looked into cost saving measures. We have 3 phase motors that balance the loads. The costs are based on flows and flows cannot be controlled or regulated.
 - b.) WWTP Flows: Everything is as expected. A little lower because of the weather, less I&I.
 - c.) Septic Hauler Comparison: Everything is as expected. Leachate from Mar-Oco is down because of the weather. We expect Waldvogel to begin hauling again this Fall.
 - d.) Monthly Report: We had 2 lateral leaks. Bi-annual flushing took place last week. 1 hydrant blew apart and needed to be fixed. From the lights to Madison St is still 6” cast iron and the flows are beginning to weaken. This will be a future project to replace.
- 7.) Discussion/Recommendation/Action on the Following:
 - a.) Approval of invoice from Robert E. Lee in the amount of \$18,023.00 for WWTP Improvements. **Motion by VanCampenhout, second by Mehlberg to approve invoice from Robert E. Lee in the amount of \$18,023.00 for WWTP Improvements. 4 ayes M/C**
 - b.) Back Billing: The Committee discussed the email from PSC. Because the back billing is from fault of the Utility and not the customer and goes back 2 years (maximum allowed by PSC), the payment plan can be extended out for 2 years. The payment plan must also consist of a reasonable down payment and followed by monthly installments. It is up to the Utility to determine what reasonable terms should be based on relevant factors, such as customer payment history. The Utility Commission agreed on a 30% down payment on the approximate \$300 back billing.
 - c.) Budget 2024: The 2024 Budget was discussed.
- 8.) **Closed Session** – Commission voted at 6:01 p.m. to convene into Closed Session pursuant to notice duly given and as allowed by Wis. Stats. 19.85(1)(c) for the consideration of employment for the following items: Utility Clerk Personnel. **Motion by VanCampenhout, second by Filz to convene into closed session at 6:01 pm. 4 ayes M/C**

Roll Call: Members: Ron Filz, Butch Mehlberg, Brian Vandenlangenberg, and Steve VanCampenhout;
Others: Utility Manager Matt Beekman and City Administrator Brittney Burrue.

- 9.) **Open Session** – Commission voted to reconvene into Open Session at 7:01 p.m. pursuant to notice duly given and as allowed by Wis. Stat. 19.85(2) for discussion/recommendation from Closed Session.
Motion by Filz, second by VanCampenhout to convene into open session at 7:01 pm. 4 ayes M/C
Motion by VanCampenhout, second by Filz to approve utility clerk wage at \$21.30 and back pay from the starting date. 4 ayes M/C
Motion by VanCampenhout, second by Mehlberg to approve the wage of future utility clerks that are approved by the Utility Commission to be promoted/hired from within be at the rate of the utility clerk that is retiring/resigning from the position with no probationary period. 4 ayes M/C
- 10.) Approval of Accounts Payable from September 1st, 2023 to September 27th, 2023 in the amount of \$21,454.00. **Motion by Filz, second by Mehlberg to approve of Accounts Payable from September 1st, 2023 to September 27th, 2023 in the amount of \$21,454.00. 4 ayes M/C**
- 11.) Revenue & Expenditures Guidelines from 2023: Everything looks good. The two accounts that appear to be significantly over budget will be appropriately adjusted to allocate expenses for the bonding monies and for the Equipment Repair Fund at the end of the year.
- 12.) Next Meeting Date & Time: Wednesday, November 1st, 2023 @ 5:00 p.m.
- 13.) Adjournment: **Motion by Mehlberg, second by VanCampenhout to adjourn @ 7:07 p.m. 4 ayes M/C**

Meeting minutes submitted by: Brittney M. Burrue, City Administrator