

MINUTES OF A MEETING OF THE RICHLAND CENTER  
MUNICIPAL UTILITY COMMISSION  
Wednesday, June 14, 2023 4p.m., 450 S. Main Street  
This Meeting was held in person and via WebEx Due to the Covid-19 Pandemic

Members present: Sawle, Nice, Heiar, Collins, Downs, and Melby (4:12)

Members absent: Schaub

Others present: Krueger, Mueller, Fischer, and Gald

President Sawle called the meeting to order at 4p.m. The meeting had been properly posted.

Motion by Collins, second by Heiar to approve the minutes of the last meeting as printed. All voting aye upon voice vote, motion carried.

Treasurer's report was received and filed.

Motion by Heiar, second by Nice to approve the Electric Bills for June totaling \$717,830.33. Also acknowledges the balance for May, thus totaling \$804,244.86. All voting aye on roll call, motion carries.

Motion by Nice, second by Sawle to approve the Water Bills for June totaling \$97,605.04. Also acknowledges the balance for May, thus totaling \$129,343.31. All voting aye on roll call, motion carried.

Motion by Heiar, second by Downs to approve the Sewer Bills for June totaling \$192,310.11. Also acknowledges the balance for May, thus totaling \$211,213.00. All but Melby voting aye on roll call. Melby abstained from voting due to arriving late. Motion carried.

The Peoples Community Bank presented the commission with the possibility to earn more interest on the utility general checking account at the last meeting. Since then, President Sawle and Vanessa have met with/or reached out to all the local banks. None of the banks could match the percentage that The Peoples Community Bank has offered for municipal and government accounts. Sawle made a motion to move the utility general checking account to The Peoples Community Bank, second by Nice. All but Melby and Downs voted aye on roll call. Melby and Downs abstained from voting, motion carried.

There needs to be an amendment to the City Utilities Investment Policy following the last motion. The Investment Policy reads that Community First Bank and Richland County Bank are the banks we have funds in. The amendment needs to add The Peoples Community Bank as well. Collins made a motion to amend the City Utilities Investment Policy to add The Peoples Community Bank, second by Sawle. All but Melby voted aye on roll call. Melby abstained from voting, motion carried.

If the utility wants to participate in online banking/ACH the commission needs to make a motion to allow it. A motion by Heiar, second by Sawle to allow the utility to participate in online banking/ACH. All voting aye upon voice vote, motion carried.

Water Superintendent Krueger revised the job description for water plant operator. He met with the personnel committee and discussed the revised job description, also he added a line for the employee to sign. The committee recommends adopting the revised job description. Heiar made a motion, second by Downs to adopt the City Utilities Water Plant Operator Job Description. All voting aye on voice vote, motion carried.

Wastewater Superintendent Fischer would like the commission to approve the employment of Bradley Wilson based on the recommendation of the Personnel and Finance committee. Heiar made a motion to approve the employment of Bradley Wilson for the Wastewater Plant Operator, second by Melby. All voting aye upon voice vote, motion carried.

Wastewater Superintendent Fischer would like the commission to approve a payback plan for reimbursement for education and licensing that the utility may have provided for an employee. The reimbursement would be for %100 and for up to 3 and ½ years. Collins made a motion to approve the WWTP payback plan, second by Downs. All voting aye upon voice vote, motion carried.

The CMAR (Compliance Maintenance Annual Report) is basically a report card grading how well the wastewater treatment plant operated in 2022. Resolution #2023-1 is the resolution to approve the results for 2022. Sawle made a motion to approve Resolution #2023-1, second by Downs. All voting aye upon voice vote, motion carried.

Electric Superintendent present the commission with the MEUW blueprint basically of how lineman that go out of state for mutual aide would be paid. He recommends following it. It helps the communities in need of aid know how they will be billed. Sawle made a motion to approve the Out of State Mutual Aid Agreement for the Electric Utility, second by Melby. All voting aye upon voice vote, motion carried.

The Utility Department Heads knew that there would need to be some amendments made to the City Utilities Richland Center Personnel Manual. There was a need to amend the hiring process. The discussion was mostly about who decides which applicants are interviewed, who sits in on the interview and who makes the final decision. Also the section on how vacation is earned or awarded needs to be amended. Finally the break down for bereavement leave. Sawle made a motion to approve the amendments as hi-lighted in the appendix with the recommended changes, second by Melby. All but Collins voted aye on roll call, motion carried. Collins voted no.

The utility received a letter from Richland Rejuvenates asking for sponsorship. In the past the utility has donated \$1,000.00. A motion made by Sawle, second by Collins to sponsor Richland Rejuvenates for \$1,000.00. All voting aye on roll call, motion carried.

The commission discussed reviews for the Superintendents. They feel that the reviews should be done by the personnel committee and the handbook states that the reviews need to be completed by July 31<sup>st</sup>.

For safety Todd commented that before G-Pro started, he had heard rumors that they were not a very safe crew. On the first day on the job, they had a self OSHA inspection and since have been very good about following the correct safety procedures.

Electric Superintendent reported that Rod Klossowski turned in his 4 weeks' notice for retirement. He will be done this Friday. He was the lead man and now Darren Mott is. Applications have been out and are due back in the office by Friday at 1p.m. We have 15 so far. You can tell it is summer because the number of locates are up. We have been working on underground and switching out poles. Thank you to the commissioners that went to the MEUW Conference. There was WPPI orientation last week that Scott and Steve went to. Gald said he has been having a lot of meetings for the hospital with Aliant over territorial issues. Today they did some work at Jones Chevrolet, putting in their transformer for EV charger. AMI request has been submitted and approved but the meters are still a year out. He has been working on performance reviews to have them completed by the end of July.

Water Superintendent Krueger reported that water main flushing was completed the week of May 22<sup>nd</sup>. We started lead service lateral replacements and got 3 done. There was a service leak last week on N Jefferson St. The construction project on 7<sup>th</sup> and 8<sup>th</sup> streets has started. Steve took Scott up to check it out. They put in 500 ft. of water main yesterday and will be pressure testing tomorrow, with safe sampling Friday. The crew hooked up water to the new duplex in Wedgewood Addition. We still had some valve exercising to complete. Steve had a meeting about the hospital for water and wastewater future needs in the area. L.W. Allen will be here tomorrow because every summer around 5:15 to 5:30 p.m. the water system stops communicating for about a half hour and then comes back on. They feel that possibly the sun is heating up the cabinet and causing the issue. We received back the results of the PFAS testing 2 weeks ago and all 3 wells were undetected. The next testing will be in the fall. On July 1<sup>st</sup> the consumer confidence report is due to the DNR. Jake gave Steve his letter of resignation on May 15<sup>th</sup>. His last day will be June 4<sup>th</sup>. The position has been posted and we did get 10 applications.

Wastewater Superintendent Fischer reported that with the water having their wells test undetected for PFAS, it is good for the wastewater plant. They do not have to do as much testing.

Office manager Mueller reported that the office hours are changing to 8a.m. – 4:30p.m. There is a sign posted on the front door that the municipal building is not open until 8 a.m. She feels there really is no reason for our office to open at 7:30 so starting Monday the utility office hours are 8a.m. – 4:30p.m.

There was nothing for correspondence.

There were no comments from the public.

Commissioner Collins asked if there was any grant money for the hospital project for utilities. The superintendents responded that the city has already done that. Collins asked if the Utility would like to write a grant, however that would be difficult because electric and water are monitored by the PSC. President Sawle feels that he should resign from the personal committee and would like it to be on the next agenda to change the members. Also Sawle commented on how much he enjoyed the MUEW conference. He also enjoyed the tour with Steve of the street construction. Sawle is thinking that when they go to set a man hole he would like to watch. If Fischer would like to let him know. Heiar mentioned that for the July meeting he will be out of town camping but hopefully will join by phone. He also felt that the MEUW conference was good. Sawle was awarded for 25 years of service. Commissioner Downs wanted to thank the department heads for their service. He also thought that Steve's leaf blower solution was genius. His only complaint is that the water is so good that his water filter is irrelevant now.

A motion by Collins, second by Heiar to adjourn. Upon voice vote, motion carried without dissent at 5:45p.m. Meeting was adjourned.

Minutes submitted by:

Vanessa Mueller