

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
January 12, 2015**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on January 12, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Aaron Pitzenberger, and George Holck. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, Utility staff, Jason Angell, and Bill Sennholz. Absent was Commissioner Harry Borgman.

**UC/15-01** Motion by Holck, seconded by Maggitti, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/15-02** Motion by Pitzenberger, seconded by Holck, to approve payroll for December in the amount of \$235,074.54 and general bills for December in the amount of \$4,718,324.94. All ayes, motion carried.

**UC/15-03** Motion by Maggitti, seconded by Pitzenberger, to approve the following job orders:

JO #7451	IP CCTV Project: integration with access control system – second phase of project.	\$153,063
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All ayes, motion carried.

**November 2014 Financial Statement Notes**

**Electric Utility**

- Net loss was \$228 thousand for the month, with a net income of \$1.299 million year-to-date.
- Net operating loss was \$91 thousand for the month, compared to budgeted net operating income of \$164 thousand. Year-to-date net operating income was \$2.381 million, compared to budgeted net operating income of \$2.623 million.
- After adjusting for the PCAC timing, net operating income for the month was \$243 thousand.
- November consumption was down 2.34% from November 2013, with year-to-date consumption up 1.50%. Year-to-date energy losses were 2.47%, compared to prior year losses of 2.79%.

**Water Utility**

- Net income was \$66 thousand for November, with a net income of \$200 thousand year-to-date.
- Net operating income was \$95 thousand for the month, compared to budgeted net operating income of \$58 thousand. Year-to-date net operating income was \$536 thousand, compared to budgeted net operating income of \$718 thousand.
- November consumption was up 1.29% from November 2013. Year-to-date consumption was down 2.08% from the prior year. Year-to-date water losses were 15.04%, compared to prior year losses of 10.50%.

**Communication Utility**

- Net income was \$17,796 for the month, compared to budgeted net income of \$13,931. Year-to-date net income was \$202,761, compared to budgeted net income of \$147,594.
- The \$5,056 in the Other Income (Expense) section of the income statement was a contribution from a customer for a fiber optic project.
- The Department Managers reviewed noteworthy projects including:
  - Electric gave an update on an unplanned outage on West 5<sup>th</sup> St.
  - Water discussed the water main break on Adler.
  - Office explained that the PSC will be doing an electric billing audit in the first quarter.
  - Technical Services shared that Marshfield Utilities will be highlighted in an EPA case study with relation to efforts with Groundwater Guardian.

- Jason Angell, the Director of Planning & Economic Development, presented information on a housing incentive plan.
- The Office Manager and Electric, Communications, & Gas Manager presented information on a claim by Jane Hartman.

**UC/15-04** Motion by Pitzenberger, seconded by Holck, to deny the claim. Pitzenberger, Holck and Eberl voted aye, Maggitti voted nay; motion carried.

- The General Manager presented information on the ATC LLC restructuring option.

**UC/15-05** Motion by Holck, seconded by Maggitti, RESOLVED, that the City of Marshfield, acting through the Marshfield Utility Commission, does not exchange its current ownership interests in ATC LLC and ATC Management Inc. to a restructured company designed to expand the company's investment transmission outside ATC LLC's current footprint; and authorizes the General Manager to sign related documents. All ayes, motion carried.

- The General Manager presented the Electric Operating Supervisor wage for approval.

**UC/15-06** Motion by Maggitti, seconded by Holck, to approve the wage as presented by the General Manager. All ayes, motion carried.

- The General Manager presented information on an updated dividend policy.

**UC/15-07** Motion by Maggitti, seconded by Pitzenberger, to approve the dividend policy as presented. All ayes, motion carried.

- The General Manager and the Electric, Communications, & Gas Manager presented the 2015 Electric Service Manual.

**UC/15-08** Motion by Holck, seconded by Maggitti, to approve the 2015 Electric Service Manual. All ayes, motion carried.

**UC/15-09** Motion by Pitzenberger, seconded by Maggitti, to go into closed session per Wisconsin State Statutes Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing exempt wages.

Closed session per Wisconsin State Statutes 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing WDNR M-1 permit issues.

All ayes, motion carried. Closed session at 5:00 p.m.

Open session resumed at 6:02 p.m.

**UC/15-10** Motion by Maggitti, seconded by Holck, to approve a 2% increase to the exempt wage scales and a quintile mid-point of 2.8% for 2015. All ayes, motion carried.

**UC/15-11** Motion by Holck, seconded by Maggitti, to move the Payroll/Purchasing Administrator and the Administrative Coordinator into pay grade 5. Holck and Maggitti voted aye, Eberl voted nay; motion carried.

**UC/15-12** Motion by Maggitti, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 6:05 p.m.



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John Maggitti, Secretary

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** December 2014

- Insurance renewals were finalized during the month. We will continue our coverage for business lines with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) group, whose premium for 2015 of \$111,138 was \$295 lower than the 2014 premium.
- Our property insurance will continue to be provided through the Local Government Property Insurance Fund. The premium for 2015 is \$45,596, which is a 7% decrease from the 2014 premium of \$49,192. In 2014, there was a 29% increase in premiums, due to a reduction in surplus, adverse loss experience, and increased reinsurance premiums.
- The renewal for the boiler insurance coverage for the M-1 combustion turbine, which is provided by Johnson Insurance, was received for 2015. The premium will increase 1% to \$85,310 for 2015.
- The boiler insurance, which excludes the M-1, is a group policy with the City, school district, and UW Marshfield/Wood County. The City will calculate our portion of the premium at a later date.
- On 12/16/14, the Electric, Water, and Communications physical inventory was taken. After test counts were performed, counts were entered into the inventory system and variance reports were produced. Final variances were very good with Electric having a 0.69% variance (-.89% in 2013), Water with a -1.02% variance (1.15% in 2013), and Communications with a 0.0% variance (0.00% in 2013). Year-end line exempt inventory counts are used to do a year-end true up, establish re-order quantities, and determine the standard exempt material allocation for next year.
- We requested approval from the PSC in September to refund \$212,520 back to our customers as a result of the Fox Energy settlement with Wisconsin Public Service Corporation, our wholesale power provider. We received approval on December 17<sup>th</sup> to refund this back to our customers, with interest, over a two month period, and will be refunded in the months of January and February 2015.
- The PSC approved an LED street light rate in December. This will be used to bill the metered street lights on South Chestnut Avenue between Veterans Parkway and West 7<sup>th</sup> Street.
- We have begun working on year-end closing activities. Property records and general accounting functions all have annual recapping and reconciling responsibilities this time of year.
- The PSC notified us that they will be doing a billing audit of our electric rates in the first quarter of 2015. Last year, they started conducting billing audits of the municipal utilities and will audit all of the municipal utilities over a period of time.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** December 2014

- Flexnet Software shows 3401 water meters installed. We are 41% complete with AMI meter conversion.
- Randy Eiden has retired after 28 years of working in the Water Department. His last day of work was January 2<sup>nd</sup>. We have started the interviewing process to find a replacement for him.
- MEUW safety training was held on the morning of December 10<sup>th</sup>. Crews were provided with training on the proper use of chain saws, fall protection and respiratory training. A Marshfield Clinic Health Nurse was on site in the afternoon of December 10<sup>th</sup> and provided fit testing for the Water Department employees.
- We have received conditional approval from the DNR to put the new Well 26 into service. The DNR is requiring us to update the Municipal Code Section 18-94 which is the Wellhead Protection and Overlay District. Recent changes to Wisconsin Administration Code NR 811 need to be shown in our Municipal Code and our municipal Code also needs to be updated to include the new Well 26.
- Water Department Physical Inventory was conducted on December 16<sup>th</sup>. Initial inventory varied by 0.95% and final inventory varied by -1.02%. Current inventory value is \$150,924.
- The foundation for the new water tower is complete and the water main, valves and hydrant for the tower are installed. Construction has stopped for the winter and will resume in spring.
- There were several fires in the Township of Lincoln during the Christmas Holidays and the rural fire department used several hydrants to obtain water to fill their tankers. There was some discolored water on the west side of town as a result of the use of the hydrants and the flowing of large quantities of water.

### **Groundwater Guardians**

Marshfield Police Department continues to collect unwanted pharmaceuticals and personal health products free of charge.

**Department: Electric**  
**Manager: Nicolas Kumm**  
Contributing: Derrek Caflisch  
Month: December 2014

- M-1 didn't run during the month of December.
- Electric AMI meters installed: 1140 out of 13,100 (8.7%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far.
- Session 3 of the MEUW Job Training and Safety Program was completed on December 3<sup>rd</sup>. The session covered lifting and rigging.
- Jeff Irish, Jim Seefluth, Ryan Steffen and I attended an OSHA 10-hour course in Wisconsin Dells, December 9<sup>th</sup> – 10<sup>th</sup>.
- MEUW provided chain saw safety training on December 10<sup>th</sup> to the electric and water departments.
- Derrek Caflisch was promoted to Line Operating Supervisor on December 21<sup>st</sup>.
- Inventory for the line material, communications material, M-1 spare parts, and stock electric meters was completed on December 16<sup>th</sup> & 29<sup>th</sup>. Staff throughout the department assisted during the process.
- Dean Bohman, Mike Vanderwyst, Robert Olwell and Tim Habermeyer have been working on Circuit 133/232 rebuild located on McMillan Street.
- Jim Seefluth, Ryan Steffen and Randy Ayer have been working on South Washington Ave. and the NE Lift Station.
- Jeff Irish and Jeff Holbrook have been working on Nelson Jameson and multiple Street Light vehicle accidents.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: December 2014

- Cathy has been working with the EPA on a Success Story - Case Study that highlights Marshfield's Groundwater Guardian program and their partnership with the Groundwater Foundation. The case study should be online on the EPA website after the first of the year.
- Cathy and Bob have been working with Birschbach and Associates on options for the current building site.
- Cathy has been working with Sean Wall our new MEUW Safety Coordinator who started at MU in late December.
- Cathy and Heather continue to work on feedback to GDS' Environmental Audit summary report. In addition, MU's Corrective Plan of Action is being developed to present to the DNR as part of our Audit Program participation. Heather is also continuing follow-up work from the environmental audit.
- Heather worked with Nick K. on updating two SPCC inspection forms and the equipment inventory list for the Wildwood and Mill Creek SPCC plans.
- Shawn is working with Managers/Supervisors to set up KeyPass for password management.
- Shawn and Jim worked on setting up a new test camera for Dave and Nick to review as a possible camera for future site installations.
- Jim is working with customers on end of year Focus on Energy projects and applications.
- Jim participated in FOE webinars regarding the end of 2014 and participation in 2015 new programs.