City of Rock Falls
Utility Committee
Meeting Minutes

Date:7-25-17 **Time Meeting Started: 8:15am** **Time Meeting Ended 10:11am**

Members		Also Attended	
Alderman Schuneman – Chairman	p	Clerk Arduini	p
Alderman Logan	p	Ed Cox	p
Alderman Kuhlemier	p	Ted Padilla	p
Mayor Wescott	p	Diane Hatfield	p
Robbin Blackert	p		
Also Attended			

Topic	Discussion	Plan of Action
1. Call to Order 8:15 a.m.	Meeting was called to order at 8:15am	Meeting begins at 8:15am
2. Audience Requests	Justina Port approached the committee reporting background electrical interference coming through her television, and appliances she talked to an electrical engineer about the problems. Mrs. Port also inquired why her bills fluctuate from month to month.	Robbin will work with her to find answers to the issues brought up
3. Approve Electric Committee Minutes of June 27, 2017	The minutes were reviewed by the committee	Minutes approved
4.Financial// Reliability/ Broadband updates	The committee reviewed the report given by Electrical Director Dick Simon	The committee approved the report. The Committee will try to format the reports to make it more understandable and consistent between the utilities.
5. Utility Office a. Write Offs April – June 2017	Utility superintendent Diane Hatfield reported finding a number of old accounts belonging to deceased individuals. Sup. Hatfield reported that some of the writ=offs are also banks that have cap and debt charges after a foreclosure. Cap and debt charges are being liened. The committee had much discussion about foreclosures.	The committee recommends the write-offs to the Finance Committee for approval.

Customer accounts discussion	Davis Baker has asked to waive the interest on the court mandated judgement. Superintendent Hatfield explained that an apartment complex that should have been turned off - 13th Avenue has meters in individual apartments. Was being charged for cap and debt only. It was discovered that there was high water use at the address. Water department would like to have access to apartments to turn off the valves. The committee would like to look at the policy about having access to the meters in apartment buildings. Superintendent Hatfield explained a situation that in February of 2016, a meter was turned on, at the premises of a building. The Customer Service office had not turned on billing in the computer system, and charges were never sent to the landowner. By our ordinance the billing policy was not followed correctly, and cannot be billable.	No action on Baker's request. Mayor will speak to his billed customer's wife about the situation. No action
6. Coloma Park District is wanting the Electric Department to remove the diamond lights at Wallingford Park	Superintendent Simon reported that Mike Sterba approached him about removing the old lights, and setting them down on the spot. New lights will be installed by a contractor. The Park District helps the City maintain parks. The poles cannot be reused. The work will be completed in the fall.	The committee recommends helping at Wallingford Park, but could not be of help at Dillon Park if needed.
7. Review Economic Development Rate Rider	Mr. Simon presented updated rate discounts provided by the IMEA. Our ordinance needs to be revised to show the new rates. The city has no users on this promotion currently. The City could move to add extra incentives.	The Committee recommends that Mr. Simon send the change to Attorney Reese to draft the ordinance.
8. Review Avenue A Substation Breaker Bid	Dir. Simon explained that the Reclosure for Ave. A substation has been causing a lot of problems and replacement of it went for bid. Have had many problems with the current one. PSE put the bid together and recommends $32,820 ABB equipment.	The Committee recommends the item for Council approval.
Electric Update	Mr. Simon reported that on July 19th when starting up units for generation, No. 5 had an alarm for high temp. It was shut down, and smoke started to show. It caught on fire while downloading. Cat knew of the situation, and they were on site at 5:00pm that day. The other units were tested. The Fire department did a great job. Electric employees stayed and cleaned up the area. It appears it was an injector issue, and may be warranty. Testing went on as scheduled for the City, and it all went well except No. 5. Repairs could be in excess of $100,000.	No action
9. Future Committee Agenda Discussion	Alderman Schuneman expressed concern about the size of the committee. He does not believe that Adm. Blackert should be a voting member. 7 members voting affords no possibility of a tie. Alderman Kuhlemier, said technically the Mayor is ex-officio of all committees, and could break a tie. There was much discussion about the size of the committee, and quorums. Mayor Wescott will try to have the names of the additional members by the 2nd Council meeting in August. It needs to be a 3-4 year commitment. Alderman Schuneman would like to see a vice-chairman in the future. Alderman Logan could work with Adm. Blackert for strategic planning. There was discussion about a flowchart of the committee. Alderman Schuneman has researched, and passed a paper for review at the next meeting. He is working on mission and vision statements. Alderman Schuneman would like	No action

	to look at the time for the committee meetings be changed if needed. Mayor Wescott informed him that long meetings around the lunch hour would be difficult for the working members of the Committee. The Committee will need to have the packet ahead of time before the meeting. A Calendar may need to be made for items that need to be addressed.	
10. Water Department update	Water Superintendent gave updates: SCADA upgrades are underway with Metropolitan Industries In-house work The Galt and West 4th water main project is finished. No lead lines were found. The EPA has come out with new regulations due to Michigan. Lead and Copper samples are being done throughout the city. Some towns have ordinances in place that address the issue of lead services on the customers' side of the water service. Lead goosenecks were used in the past to connect services to mains. Survey responses have not been returned well. - This committee will come up with a plan to market the survey.	No action
11. Sewer Department update	Sewer Superintendent Ed Cox reported that the Muffin monster has been installed at the main lift station. The PLC issues at lift station are now fixed. The new PLC will help the determine Inflow and Infiltration throughout the city resulted in 7-9 million additional gallons going through the plant with recent rain. The plant handles usually less than a million if it was dry. None of the storm water has been diverted to the island, if the need comes, it will be automated, and metered. Slip lining - The line that collapsed last year on West 1st St. was concrete. When it was inspected it was in bad shape. It can be assumed that the rest of the line is in bad shape. Concrete pipes are not good with sewer waste. Slip-lining from west 1st St, along Leroy Avenue to the High School s-curve will be needed. Mr. Cox described the slip lining process. The CMOM plan has been done. Ed will email it out to all of the committee members. Adm. Blackert explained the changes that need to be done to get all of the departments in their capital expenses so they are all going to be handled the same way.	No action
12. Committee Member Items	City Administrator Robbin Blackert informed the committee that UFS has been working on the sewer and water rate study.. Robbin will be putting together a presentation giving a 5 year rate plan. If pricing changes, some ordinances may need to be amended. Mayor Wescott would like the dept. heads to attain benchmarks for their departments from their peer organizations. Alderman Schuneman would like to have a glossary for the new members. Adm. Blackert gave a timetable for the Fiber Buildout RFP. The contractor will be doing backbone and fiberhoods all in one. The COS sign up system will be up and running soon. The City will know how the fiberhood uptake is coming near the first of the year. The bid letting is Aug. 2nd. Standard RFP.	
13. Adjournment	With nothing else for the good of the Committee, the meeting was adjourned at 10:11am.	Meeting ends at 10:11am.

Committee Chairman