



City of Rock Falls
Utilities Committee Meeting Minutes
 Rock Falls Electric Department
 Industrial Park Road, Rock Falls

Date: 12/18/2017

Time Meeting Started: 8:15am

Time Meeting Ended: 9:30am

Members		Also Attended	
Alderman Schuneman – Chairman	p	Dick Simon	p
Alderman Kuhlemier	p	Administrator Blackert	p
Alderman Logan	p	Clerk Arduini	p
Mayor Wescott	p	Ed Cox	p
Tom Myers	p	Ted Padilla	p
Kim Groharing	p	Diane Hatfield	p
Shane Brown			

Topic	Discussion	Plan of Action
CALL TO ORDER		
A. Roll Call	The meeting was called to order at 8:15am	Meeting begins at 8:15am
B. Review of Minutes from November 28, 2017 meeting	A motion was made by Alderman Logan, and second by Alderman Kuhlemier to approve the minutes from November 28 th , 2017	Motion Carried
POLICY		
1. Review & Discuss Amended Standing Rules	City Administrator Robbin Blackert explained that #2 Paragraph C was amended as discussed at the previous meeting. A motion to approve the amended standing rules was made by Alderman Kuhlemier, and second by Kim Groharing.	Motion Carried
2. Review & Discuss Annual Goal Setting Process Policy & Performance/Measure/Evaluation Policy	Alderman Kuhlemier would like the information in the Utilities binder changed to say that the budgets go to the Finance Committee, and then to the City Council. Mayor Wescott would like to ensure that benchmarking will be able to be done for all aspects of the utilities as needed. Adm. Blackert suggested a firm like Baker - Tilley be used to help set benchmarks. A motion to approve the policies as presented was made by Tom Myers, and second by Mayor Wescott.	Motion Carried
MANAGEMENT/STRATEGY/CAPITAL PROJECTS		
1. FY 2019 Capital Projects a. Review & Discuss Capital Projects for Electric, Sewer, Water & Fiber	The Committee reviewed the list of FY2019 Capital projects. The sewer department plans on changing manhole castings and covers as needed to reduce I & I when we do the sanitary sewer linings. The department will be replacing catch basins as they get top them. It was noted that the Electric Department's capital budget is much higher this year due to the replacement of the Avenue A substation. A motion to approve the Capital Projects as presented was made by Alderman Logan, and second by Mayor Wescott.	Motion carried
2. Utility Office a. Superintendent Update	Superintendent Hatfield has been working on an ordinance change concerning the creation of the Utility office.	No action
3. Water Department & Wastewater a. Review & Discuss Rate Study Presentation	Administrator Blackert explained that the rate study for the Electric Department was finished in June. Any rate changes for Water and Sewer would go into effect May 1 st . 2018. Rate increases in the past have not kept up with the cost of labor and parts, and there were no increases for 7-8 years. This study helps show the cost of the services. A buildout to the Schmitt property is figured into this study. Line items that are proposed to	Motion carried

	<p>be changing are capital improvement, basic user, commodity rate, non-metered sewer, and industrial pre-treat for sewer. Water changes would be in the line items of capital improvement, basic user, and, commodity rate. The first year of the 4 year plan will be the largest increase with an average minimum user being \$5.13 per month higher. Year 2 -\$2.46 year 3 -\$2.33 year 4 -\$2.73.</p> <p>The increases will help Sewer and Water do much more work on the infrastructure. There was discussion about the fund balances, and the terms of the Sewer loan require the City to keep reserves.</p> <p>Alderman Schuneman does not want rate increases to be political in the Utilities Committee.</p> <p>Mr. Cox stated that the CMOM plans are for only outside of the plant, and with the plant coming up on 7 years it will need more maintenance as time goes on.</p> <p>Mr. Padilla spoke about the capital needed for projects like 3rd Avenue. A motion to send the recommendation to the Finance Committee was made by Kim Groharing, and second by Alderman Kuhlemier.</p>	
4. Water Department a. Superintendent update	The committee reviewed the report.	No action
5. Wastewater Department a. Superintendent update	Mr. Cox reported that there are two parts for the screw lift on order.	No action
b. 806 West 5th – Lateral Separation – Review & Discuss email received from Owner of 804 West 5th Street	The committee reviewed the emailed agreement between the homeowners. The issue should be resolved by Spring 2018.	No action
6. Electric Department a. Avenue A Substation Engineering Update b. Easement for Fiber Building & Easement for Schmitt property extension Update	<p>Mr. Simon explained the reliability report. There will be a meeting later in the day concerning the Avenue A substation.</p> <p>The City Attorney is working on the easements for the Avenue A substation. The bill from Altorfer for the repairs on generator #5 has been reduced from \$25,000 to around \$6000.</p> <p>An easement has been attained from ComEd to allow for services to be ran to the Schmitt property from the north.</p>	No Action
7. Fiber/Broadband Department a. Telecom Shelter WD Update	The shelter is being fabricated and should be installed in January	No Action
b. Fire Suppression 1109 Complete	The fire suppression has been installed	No action
c. Access Control/Security Update	Access control is currently being installed currently	No action
d. Discuss ISPN support Contract renegotiation to \$3K vs. \$5K for setup	Mr. Shafer worked with ISPN to renegotiation the support contract to \$3K vs. \$5K for setup.	No action
e. Schools & Libraries “E-Rate” Update	<p>FiberNet is E-Rate Certified now. Mr. Shafer will reach back out to the schools to inform them.</p> <p>Mayor Wescott spoke about recent technology upgrades at Montmorency School.</p>	No action
f. Fiber OSP (Outside Plant) RFP Update (Attachment A3)	Mr. Shafer informed the committee that the RFP went out on December 4 th . The RFPs are due back on January 8 th at 11:00am. Construction is to begin early March.	No action
g. Review & Discuss Contract with Syndeo Networks (Attachment B1)	Syndeo has been working with the City Attorneys to come to an agreement for 10Gbs transport to Rochelle. A motion was made by Alderman Kuhlemier, and second by Kim Groharing for the approval of the agreement with the City Attorney’s approval.	Motion Carried
F. Next Meeting Date & Time	The next meeting will be held on January 22 nd , 2018	No action

Chairman 