



City of Rock Falls Utilities Committee Meeting Minutes

Date: 5/23/2022 Time Meeting Started: 8:15 am Time Meeting Ended: 9:35 am

Members		Also Attended	
Tom Myers - Chairman	X	Ted Padilla	X
Alderman Snow-Vice Chairman	X	Matt Trotter	X
Alderman Wangelin	X	Dick Simon	X
Alderman Dowd	X	Diane Shepherd	X
Mayor Kleckler	X	Administrator Blackert	X
Shane Brown	X	Matt Cole - City Attorney	X
Kim Groharing	X	Larry Hanrahan	X

Ordinance/Topic	Discussion	Plan of Action
CALL TO ORDER	<ul style="list-style-type: none"> With a quorum present, the meeting was called to order at 8:15 am 	Meeting begin at 8:15 am
Review of Minutes from April 25, 2022 meeting	<ul style="list-style-type: none"> A motion was made by Alderman Snow and a second by Kim Groharing to approve the minutes of the April 25, 2022 meeting. 	Motion carried, minutes approved
Utility Office: Superintendent Update	<ul style="list-style-type: none"> Diane Shepherd reported on how the changes to policies over the past 6 years has made on the receivables. 	No Action
Water Department: Superintendent Update	<ul style="list-style-type: none"> Ted Padilla reported during the next few weeks with being very short-handed in the department they will be using outside contracting help when needed. The Vactron truck has been used quite a lot and has been very useful. 	No Action
Wastewater Department: Superintendent Update	<ul style="list-style-type: none"> Matt Trotter reported Shea Smith is attending classes this week to obtain his Class 3 operators license. Red Zone maybe in by the end of June. Riverside Mobile Home Park is looking into hooking up to City sewer. 	No Action
Wastewater Department: Bid Specs for New $\frac{3}{4}$ Ton Truck	<ul style="list-style-type: none"> Matt Trotter reviewed the need for a new $\frac{3}{4}$ ton truck for the department. A motion was made by Alderman Snow and a second by Alderman Wangelin to let bids for new $\frac{3}{4}$ ton truck (without snow plow). 	Motion carried
Wastewater Department: Replacement of Ferric Feed System	<ul style="list-style-type: none"> Matt Trotter reviewed estimate for replacement of ferric feed system. A motion was made by Alderman Snow and a second by Shane Brown to approve to purchase new ferric feed system from Rhino Industries, Inc., PO Box 296, Nauvoo, IL in the amount of \$10,346.56 and forward to City Council. 	Motion carried, to City Council
Wastewater Department: Software for Operator 10 Wastewater Program	<ul style="list-style-type: none"> Matt Trotter reviewed quote for Operator 10 Wastewater Program software. A motion was made by Alderman Wangelin and a second by Alderman Snow to approve to purchase Operator 10 Wastewater Program and setup from AllMax 	Motion carried, to City Council

	Software, Inc., 911 South Main St, Kenton, OH not to exceed \$15,750 and forward to City Council.	
Wastewater Department: Vactor Spoils Dump	<ul style="list-style-type: none"> Matt Trotter reviewed design engineering agreement from Willett Hofmann & Associates. A motion was made by Shane Brown and a second by Alderman Snow to approve a design engineering agreement with Willett Hofmann & Associates, 809 East Second Street, Dixon, IL in amount not to exceed \$20,000 for Vactor Spoils Dump and forward to City Council. 	Motion carried, to City Council
Electric Department: Superintendent Update	<ul style="list-style-type: none"> Dick Simon reported that the supply ordering issue continues to worsen especially with transformers. 	No Action
Electric Department: AMI Update	<ul style="list-style-type: none"> Dick Simon reported the City received a shipment of 480 meters last week and should receive 3 collectors this week. Installation will hopefully be done second week of June. Dick Simon requested to purchase 500 AMI meters. A motion was made by Alderman Snow and a second by Alderman Wangelin to approve the purchase of additional 500 AMI meters in the amount of \$91,660 and forward to City Council. 	Motion carried, to City Council
Electric Department: Consulting Agreement with Hydro Partners	<ul style="list-style-type: none"> Dick Simon reviewed consulting agreement with Hydro Partners. A motion was made by Alderman Snow and a second by Alderman Dowd to approve an agreement with Hydro Partners, W7021 State Road 152, Wautoma, WI 54982 in the amount of \$28,975 with the agreement that the City would own the documents and forward to City Council. 	Motion carried to City Council
City Attorney: Update	<ul style="list-style-type: none"> Matt Cole reported on the progress with the sewer connection case. Mayor Kleckler asked about the status of 420 Haskell Ave well to City connection. Diane Shepherd reported she had spoken with the owner and he is hoping to have the connection done in the next couple of weeks. 	No Action
Utility Manager: Updates	<ul style="list-style-type: none"> Robbin Blackert handed out updates to the Policy Handbook. Robbin Blackert asked the Committee if they would like to consider policies or procedures when handling customer requests. She will report back next month with suggestions. 	No Action
Utility Manager: Utility Policy	<ul style="list-style-type: none"> Robbin Blackert reviewed Utility Policy. A motion was made by Alderman Snow and a second by Alderman Dowd to approve amendment to C-5 Utility Business Practice and forward to City Council. 	Motion carried, to City Council
Next Meeting Date & Time	<ul style="list-style-type: none"> The next meeting will be held on June 27, 2022 at 8:15 am in Council Chambers. 	No Action
Committee Member Items	<ul style="list-style-type: none"> Shane Brown asked when monetary requests are made to the Committee to include whether they are budgeted requests. Robbin Blackert responded with a yes that change can be done. 	No Action

Adjournment	<ul style="list-style-type: none">• With nothing else for the good of the committee, the meeting was adjourned at 9:35 am	Meeting ends at 9:35 am
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_____ Committee Chairman