

# City of Rock Falls

## Utilities Committee Meeting Minutes

Date: 4/25/2022

Time Meeting Started: 8:15 am

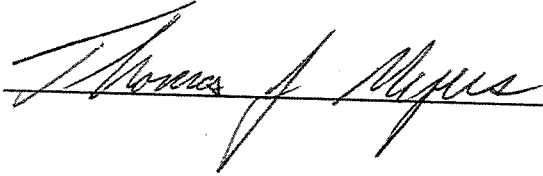
Time Meeting Ended: 9:00 am

| 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                 | A | 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"> <li>With a quorum present, the meeting was called to order at 8:15 am</li> </ul>                                                                                                                                                                                                                                                                                                                                     | Meeting begin at 8:15 am             |
| Review of Minutes from March 28, 2022 meeting                | <ul style="list-style-type: none"> <li>A motion was made by Kim Groharing and a second by Alderman Wangelin to approve the minutes of the March 28, 2022 meeting.</li> </ul>                                                                                                                                                                                                                                                                            | Motion carried, minutes approved     |
| Utility Office: Write Offs from January 2022 thru March 2022 | <ul style="list-style-type: none"> <li>Diane Shepherd presented write offs for first quarter. A motion was made by Alderman Snow and a second by Alderman Dowd to approve write offs from January 2022 thru March 2022 in the amount of \$20,899.64 and forward to Finance Committee.</li> </ul>                                                                                                                                                        | Motion carried, to Finance Committee |
| Utility Office: General Procedures Governing Utility Service | <ul style="list-style-type: none"> <li>Diane Shepherd presented changes to the administrative fees for filing of liens due to Whiteside County Recorder increasing fees. A motion was made by Alderman Snow and a second by Alderman Wangelin to approve the amendment to General Procedures Governing Utility Service manual to increase filing fees from \$40 to \$58 and postage fees from \$10 to \$12 and forward to Finance Committee.</li> </ul> | Motion carried, to Finance Committee |
| Utility Office: Bulk Rate Purchases of Water                 | <ul style="list-style-type: none"> <li>Diane Shepherd presented Bulk Rate Purchases of Water. A motion was made by Alderman Snow and a second by Alderman Dowd to approve Section 32-122 Bulk Rate Purchases of Water for years beginning May 4, 2022 through April 30, 2026 and forward to Finance Committee.</li> </ul>                                                                                                                               | Motion carried, to Finance Committee |
| Utility Office: Issue at 1100 W 5 <sup>th</sup> St           | <ul style="list-style-type: none"> <li>Diane Shepherd reported that it was confirmed there is no basement and no floor drain. A motion was made by Alderman Dowd and a second by Alderman Snow to approve an additional \$90.60 sewer credit.</li> </ul>                                                                                                                                                                                                | Motion carried, to Utility Office    |
| Water Department: Superintendent Update                      | <ul style="list-style-type: none"> <li>Ted Padilla reported the department will be down to three employees from five until at least one replacement is hired.</li> <li>The Vactron truck has officially transferred to the Water Department from the Sewer Department and will be in use immediately.</li> <li>Meter reading training is continuing and going well and should go</li> </ul>                                                             | No Action                            |

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|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                 | "live" to billing starting with Cycle 1 in May.                                                                                                                                                                                                                                                                                                                                                         |                                                       |
| Water Department:<br>Purchase of Meters         | <ul style="list-style-type: none"> <li>Ted Padilla reviewed quote for purchase of 120 meters. A motion was made by Alderman Wangelin and a second by Kim Groharing to approve the purchase (ordered after May 1<sup>st</sup>) of 120 meters from Ferguson Waterworks, 1720 State St, Dekalb, IL in the amount of \$17,642.40 and forward to City Council for approval.</li> </ul>                       | Motion carried, to City Council                       |
| Water Department:<br>Well No. 7                 | <ul style="list-style-type: none"> <li>Ted Padilla reviewed quote for Well No. 7. A motion was made by Alderman Snow and a second by Alderman Wangelin to approve quote from Layne, 721 W. Illinois Avenue, Aurora, IL for Well No. 7 pump removal, video survey and inspection (ordered after May 1<sup>st</sup>) in the amount of \$18,380.50 and forward to City Council for approval.</li> </ul>    | Motion carried, to City Council                       |
| Wastewater Department:<br>Superintendent Update | <ul style="list-style-type: none"> <li>Matt Trotter updated the Committee concerning Red Zone. It is hoped that a remaining 30 to 60 percent will be completed in mid May.</li> </ul>                                                                                                                                                                                                                   | No Action                                             |
| Electric Department:<br>Superintendent Update   | <ul style="list-style-type: none"> <li>Dick Simon reported the Hydro is up and going well.</li> <li>Schmitt property is completed</li> <li>ComEd retainer has been returned to the City.</li> </ul>                                                                                                                                                                                                     | No Action                                             |
| Electric Department:<br>AMI Update              | <ul style="list-style-type: none"> <li>Dick Simon reported progress continues as more meters are being read through the TUNet system.</li> </ul>                                                                                                                                                                                                                                                        | No Action                                             |
| Electric Department:<br>Hydro Maintenance       | <ul style="list-style-type: none"> <li>Dick Simon and Brad Schmidt presented the recommendation of Stanley Consultants Inc. A motion was made by Mayor Kleckler and a second by Alderman Dowd to approve the low bid received by AIMS Mechanical and forward to City Council for approval.</li> </ul>                                                                                                   | Motion carried with 1 no vote (Snow), to City Council |
| Electric Department:<br>SCADA Support Plan      | <ul style="list-style-type: none"> <li>Dick Simon presented quote for SCADA support plan. A motion was made by Alderman Snow and a second by Alderman Wangelin to approve 1 year Silver SCADA Support Plan with Survalent Technology Inc., 1967 Wehrle Drive, Suite 1, PMB 122, Buffalo, NY in the amount not to exceed \$12,597 and forward to City Council for approval.</li> </ul>                   | Motion carried, to City Council                       |
| City Attorney:<br>Update                        | <ul style="list-style-type: none"> <li>Matt Cole reported no new progress.</li> </ul>                                                                                                                                                                                                                                                                                                                   | No Action                                             |
| Utility Manager:<br>IDNR Power Lines            | <ul style="list-style-type: none"> <li>Robbin Blackert presented License Agreement #3093 with IDNR. A motion was made by Kim Groharing and a second by Alderman Snow to approve License Agreement #3093 between the City of Rock Falls and Illinois Department of Natural Resources for a five-year term in the amount of \$1,100 (\$220 per year) and forward to City Council for approval.</li> </ul> | Motion carried, to City Council                       |
| Utility Manager:<br>Review of Terms             | <ul style="list-style-type: none"> <li>Robbin Blackert reviewed the remaining terms for Utility Committee members.</li> </ul>                                                                                                                                                                                                                                                                           | No Action                                             |

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|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Utility Manager: Rock Falls Utilities Committee Policy Amendments | <ul style="list-style-type: none"> <li>Robbin Blackert reviewed amendments to Section C-1, C-2 and F-1. A motion was made by Alderman Snow and a second by Alderman Dowd to approve the amendments to include with the consent of City Council and forward to City Council for approval.</li> </ul> | Motion carried, to City Council |
| Next Meeting Date & Time                                          | <ul style="list-style-type: none"> <li>The next meeting will be held on May 23, 2022 at 8:15 am in Council Chambers.</li> </ul>                                                                                                                                                                     | No Action                       |
| Adjournment                                                       | <ul style="list-style-type: none"> <li>With nothing else for the good of the committee, the meeting was adjourned at 9:00 am</li> </ul>                                                                                                                                                             | Meeting ends at 9:00 am         |



Committee Chairman