

FLORENCE UTILITY COMMISSION BOARD MEETING  
Tuesday September 13, 2022 – 2:00 p.m.  
Florence Utility Office, 501 Spring Avenue, Florence

**PRESENT:**

Board Members: Tom Brandt, Gene Lefebber and Dennis Krueger  
Also Present: Kevin Inman, Kathy Wertanen, Kristina Williams, WPPI Energy Services Manager  
Jesse Roberts, Town Board Supervisor John Holbrook, FCEDC Eric Printz and FC  
Forestry & Parks Administrator Pat Smith

**1. Call to Order**

The meeting was called to order at 2:00 p.m. by Commission President, T. Brandt.

**2. Grants and Pine River Dam**

Eric Printz and Patrick Smith were in attendance to provide input regarding funding sources that may be available to update utility infrastructure. The status of the Pine River Dam was also discussed.

**3. Town Meeting – Commission Appointment**

The Town Board received three applications for the utility commission vacancy. A determination will be made at the September 26<sup>th</sup> Town Board meeting.

**4. Commission Pay Discussion**

The stipend per meeting will change from \$40 to \$75 beginning with the October 2022 regular meeting. Special meeting stipend to be \$75 also.

**5. Any Additions to the Agenda** -None

**6. Meeting Minutes Approval**

Motion by D. Krueger, supported by G. Lefebber to approve the August 23, 2022 meeting minutes as presented. Motion carried.

**7. WPPI Report**

Jesse Roberts reported on: Focus on Energy programs; Public Power Week timeline / activities; and donations made to FC Economic Development and the Blue Ox Trail Riders organization.

**8. Financial**

- a. Income Review - K. Williams provided June and July financials
- b. Invoice Review – general discussion  
Invoice Approval
  - Motion by G. Lefebber, supported by D. Krueger to approve checks 41027 through 41068.  
Motion carried.
- c. 2021 Audit
  - Baker Tilly continues to work to finalize the 2021 audit. Once finalized, a Simplified Rate Case for water will be filed with the PSC.
- d. 2023 Budget – October / November
  - A proposed budget will be developed providing details regarding upcoming projects, requested purchases and materials needed.

**9. Customer Accounts** - General discussion.

**10. Department Updates**

- a. General Updates
- b. Electric Department
  - 1) GM Inman provided an update on the status of overhead to underground projects.
  - 2) Working with a contractor to get a quote to repair the substation transformer.
- c. Natural Gas Department
  - 1) ANR rate case is still in litigation.
  - 2) Dagmar will be here next week to review the progress of the operator qualifications manual updates/modifications.
  - 3) Working with Kinect Energy on a three-year plan to hedge gas to mitigate unpredictable pricing risks.
- d. Water Department
  - 1) Department is running smoothly.
- e. Wastewater Department
  - 1) Sludge removal will take place the first week of October.
- f. Roundtable Discussion in Regards to Departments
  - Nothing additional to discuss.
- g. Personnel
  - 1) Personnel Policy Revisions
    - a. Smoke
    - b. Office Hours
    - c. Overnight Accommodations
    - d. Paid HolidaysMotion by G. Lefeber, supported by D. Krueger to approve the personnel policy revisions as presented. Motion carried.

**11. Closed Session**

Motion by D. Krueger, supported by G. Lefeber to move to closed session pursuant to Wis. Stats 19.85(1)(c)(e)(f)(g) to discuss:

- a. Personnel Discussions 19.85 (1)(c)(f)(g)
  - b. Land Sale 19.85(1)(e)
- Motion carried.

**12. Return to Open Session**

Motion by G. Lefeber, supported by D. Krueger to move to open session. Motion carried.

**13. Action on Items in Closed Session** -None

**14. Open Discussion**

- a. The utility will begin posting the commission meeting agendas and approved minutes on the website.
- b. A job offer has been extended to fill the office assistant position.

**15. Board Comments** -None

**16. Adjourn**

There being no further business, a motion was made by D. Krueger, supported by G. Lefeber to adjourn. Motion carried.

Respectfully Submitted,

Kathy Wertanen