



Rice Lake Utilities Commission Meeting Agenda



Electric • Water • Wastewater

Thursday, August 14, 2025 at 3:45 p.m.

Conference Room, Rice Lake Utilities, 320 W Coleman St, Rice Lake WI 54868

Please join the meeting from your computer, tablet or smartphone. Go to:

<https://meet.goto.com/347393941>

Dial in using your phone: 1 (224) 501-3412 Access code: 347-393-941

1. Call to Order
 - a. Roll Call
 - b. Disclosure of conflict of interest by members regarding any item on agenda
2. Public Appearances
3. Approve Minutes of July 10, 2025 Regular Meeting
4. Approve Accounts Payable Vouchers as submitted
5. Recognition of Commissioner James Muller
6. Operation Reports:
 - a. Water
 - b. Electric
 - c. Financial
 - d. Wastewater
 - e. Utility Manager
7. Commissioner Comments and Announcements
 - a. Commissioner Comments – items not for discussion
 - b. Next Regular meeting is scheduled for September 11, 2025
8. Adjourn

**Joe Huffel, Secretary
Rice Lake Utilities Commission**

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information – no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

CC: Utilities Commission, Common Council, Mayor, City Clerk, City Administrator, Tim Aaby, Utility Manager, Chad Paulson-Water Superintendent, Corey Margetta-Wastewater Superintendent, Shanon Breed-Finance/Office Manager, Jimmy Smith-Electric Superintendent, Media



Rice Lake Utilities
Electric • Water • Wastewater
 320 W Coleman St
 Rice Lake WI 54868
 phone: 715-234-7004 fax: 715-236-7934

Rice Lake Utilities – Regular Meeting – July 10, 2025

Rice Lake Utilities held its regular monthly meeting on July 10, 2025 at 3:45 pm. Members present: John Sommerfeld, Keith Moffatt, Sue Dietz, Marlene Dirkes and Joe Huftel. Members Excused: None. Absent: None. Also Present: Tim Aaby, Utility Manager, Chad Paulson, Water Superintendent, Jimmy Smith, Electric Superintendent, Corey Margetta, Wastewater Superintendent, Pam Mackiewicz, IT/Assistant Office Manager and Shanon Breed, Finance/Office Manager.

Disclosure of Conflict of Interest – none.

Public Appearances – none.

Reports – Pam Mackiewicz, IT/Assistant Office Manager presented the quarterly IT/technology report.

Minutes - Motion by Commissioner Huftel; seconded by Commissioner Moffatt to approve the June 12, 2025 regular meeting minutes. Voting for: all. Voting against: none. Motion carried.

Vouchers - Motion by Commissioner Dietz; seconded by Commissioner Huftel to approve the vouchers as submitted. Roll call:

Voting for: Commissioners Dirkes, Dietz, Huftel, Sommerfeld and Moffatt

Voting against: none

Motion carried.

Bid Award and Authorization to Purchase Replacement for Truck #3 – Jimmy Smith, Electric Superintendent presented the proposals to replace bucket truck 3.

Motion by Commissioner Huftel; seconded by Commissioner Dietz to authorize the Electric Superintendent to order the replacement for truck #3, replacing the 2010 International bucket truck and award the bid to Altec in the amount of \$297,117. Roll call:

Voting for: Commissioners Huftel, Moffatt, Sommerfeld, Dirkes and Dietz

Voting against: none

Motion carried.

Reports – Continued

Chad Paulson, Water Superintendent presented the water operations report.

Corey Margetta, Wastewater Superintendent, presented the wastewater operations report.

Shanon Breed, Finance/Office Manager, presented the June financial report.

Jimmy Smith, Electric Superintendent, presented the electric operations report.

Tim Aaby, Utility Manager, presented the Utility Manager report for June 2025.

Motion by Commissioner Dirkes; seconded by Commissioner Dietz to adjourn into closed session pursuant to Wisconsin Statutes section 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call:

Voting for: Commissioners Sommerfeld, Huftel, Moffatt, Dietz and Dirkes

Voting against: none

Motion carried.

a) Electric Staffing Update

Motion by Commissioner Huftel; seconded by Commissioner Moffatt to return to open session and take any action resulting from closed session. Voting for: all. Voting against: none. Motion carried.

Electric Staffing Update - No Commission action, update only.

Comments/Events/Meetings – The next regular meeting is scheduled for Thursday, August 14, 2025.

Motion by Commissioner Huftel; seconded by Commissioner Dietz to adjourn.

Minutes approved by:

Date: _____



In Appreciation of **James (Jim) Muller**

Whereas, Jim Muller has faithfully served as a member of the City of Rice Lake Utilities Commission from October 2021 until June 2025; and

Whereas, Jim Muller as a member of the Utilities Commission has performed his duties in a respectable and admirable manner and we recognize his commitment to the City of Rice Lake; and

Whereas, Jim Muller has sought to make Rice Lake Utilities one of the most reliable and affordable municipal service providers in the State of Wisconsin, earning the prestigious APPA RP3 Award during his tenure; and

Now, therefore, be it resolved, that the Utilities Commission of the City of Rice Lake extends its appreciation and gratitude to Jim Muller for his dedication and hard work on behalf of our community;

Be it further resolved, that this recognition to Jim Muller is hereby adopted on the motion of the Commission President and that it be spread upon the official minutes of this meeting.

Adopted this 14th day of August, 2025.

Rice Lake Utilities Commission

Susan Dietz, Commission President

ATTEST:

Tim Aaby, Utility Manager

Water Operations Report

Aug. 14th - 2025

Water Service Interruptions & 'Call-out' Report

Call outs: 115 Couture/ Temp water for Private leak

Service Work

1. Replace curb stop @ 607 W Humbird
2. Replace galvanized service @ 415 W Allen
3. New 1" service at 519 Cameron Rd
4. Flow test info for Boys and Girls new bldg..
5. Temp Water @ 403 Noble (Private leak)
6. Replace curb Stop @ 304 E Coleman St (Galvanized replaced)

New Construction Projects

1. 2025 (Ann St & Lee St) Court and Pre-Con completed)
2. 2026 (Wisconsin Ave & Phipps Ave - Funding (September)
3. 400 Bldg. Expansion (Waiting on Pricing)

Operations & Maintenance

- A. Monthly well pumpage reports are complete and filed.
- B. Monthly safe drinking water samples are complete and filed
- C. Michael Hoff completed and passed Groundwater & Distribution Exams
- D. Average gallons pumped per day for July is 1.50 mg/day
- E. Install New check valve at NW Booster Station
- F. Hydro vac services/ Hydrant flushing
- G. Begin 3rd Quarter Chlorination of system
- H. CCR report completed and submittal to DNR
- I. Service line verification and paperwork to DNR
- J. Guys attended WRWA Training in Cumberland
- K. Well House maintenance and cleaning
- L. Truck 40 maintenance

Meter Activity

- A. Installing and ordering Register heads (Large meters)
- B. Installing Residential meters (Slow).
- C. High usage investigations

Electric Utility Operations Report August 14, 2025 Commission Meeting

Service Work

De-energize / Re-energize for Electricians to perform upgrades; 935 Hazlewood Dr. ; Rice Lake Hockey Rink

New Construction and other work order projects

1. New URD services to : 1619 Romerena, 661 Jupiter Court , 2540 Mercury Ave , and 2055A 22 ½ Ave
2. Home Medical single phase service
3. New URD service to 307 W. Knapp
4. Rice Lake Weighing Systems Addition
5. New URD service to 20 S. Wilson for Verizon
6. Allram Lumber Distribution work and Urd service

Operations / Maintenance

1. OH Arrestor and Cutout replacements
2. Substation 5 year Maintenance
3. Lineworker Interviews
4. Sensus Base Station Replacement
5. Replace Meter Pedestals in Camelot Acres
6. Tree trimming/ Right of way clearing
7. Outages; 416 W. Evans Street , 1103 N. Wisconsin

Metering Activity

1. PQ work on Hatten Ave and at Home Medical
2. URD Locating
3. 3 Phase meter testing
4. PQ online seminars
5. Hot Socket Alarms and Customer Socket Change outs
6. Substation Maintenance
7. High Bill Investigations
8. Investigate Meter issues: meter errors, malfunctioned meters, Hot Socket Alarms

Safety / Community Activity

1. MEUW Safety and Education meeting
2. Employee Appreciation lunch
3. Family Fun Night
4. Kids of Wisconsin

**RICE LAKE UTILITIES
REVENUE & EXPENSE REPORT
JULY 31, 2025 - 58% OF YEAR**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
1 - ELECTRIC					
TOTAL REVENUES	\$ 14,633,641	\$ 1,249,299	\$ 8,583,986	59%	\$ 6,049,655
TOTAL EXPENSES	\$ 14,589,653	\$ 1,276,602	\$ 7,689,069	53%	\$ 6,900,584
REVENUES OVER/(UNDER) EXPENSES	\$ 43,988	\$ (27,303)	\$ 894,917		\$ (850,929)
OPERATING CASH & INVESTMENTS					
	POLICY	ACTUAL	DIFFERENCE		
RISK RESERVE/OPERATING FUNDS	\$ 6,097,350	\$ 5,451,310	\$ (646,040)	89%	
DESIGNATED FUNDS	\$ 2,033,500	\$ 2,072,168	\$ 38,668	102%	
TOTAL CASH/INVESTMENTS	\$ 8,130,850	\$ 7,523,478	\$ (607,372)		
2 - WATER					
TOTAL REVENUES	\$ 2,199,826	\$ 180,549	\$ 1,219,382	55%	\$ 980,444
TOTAL EXPENSES	\$ 2,137,069	\$ 230,264	\$ 1,111,463	52%	\$ 1,025,606
REVENUES OVER/(UNDER) EXPENSES	\$ 62,757	\$ (49,715)	\$ 107,919		\$ (45,162)
OPERATING CASH & INVESTMENTS					
	POLICY	ACTUAL	DIFFERENCE		
RISK RESERVE/OPERATING FUNDS	\$ 916,594	\$ 1,146,876	\$ 230,282	125%	
DESIGNATED FUNDS	\$ 1,027,354	\$ 1,191,188	\$ 163,834	116%	
TOTAL CASH/INVESTMENTS	\$ 1,943,948	\$ 2,338,064	\$ 394,116		
3 - WASTEWATER					
TOTAL REVENUES	\$ 2,313,022	\$ 206,934	\$ 1,291,791	56%	\$ 1,021,231
TOTAL EXPENSES	\$ 2,597,756	\$ 290,547	\$ 1,499,125	57%	\$ 1,098,631
REVENUES OVER/(UNDER) EXPENSES	\$ (284,734)	\$ (83,613)	\$ (207,334)		\$ 2,119,862
OPERATING CASH & INVESTMENTS					
	POLICY	ACTUAL	DIFFERENCE		
RISK RESERVE/OPERATING FUNDS	\$ 963,760	\$ 979,857	\$ 16,097	102%	
DESIGNATED FUNDS	\$ 3,300,000	\$ 3,064,397	\$ (235,603)	93%	
TOTAL CASH/INVESTMENTS	\$ 4,263,760	\$ 4,044,254	\$ (219,506)		
UTILITY WIDE					
GRAND TOTAL REVENUES	\$ 19,146,489	\$ 1,636,782	\$ 11,095,159	58%	\$ 8,051,330
GRAND TOTAL EXPENSES	\$ 19,324,478	\$ 1,567,149	\$ 10,299,657	53%	\$ 9,024,821
REVENUES OVER/(UNDER) EXPENSES	\$ (177,989)	\$ 69,633	\$ 795,502		\$ 17,076,151

Business Office
July 2025

- * We attended a Utility Hawk demo, which is another version of a customer online portal.
- * Our office helped host the annual RLU Employee appreciation luncheon. A big thank you to the Commission.
- * Shanon attended an Accounting & Customer Svc Committee meeting. Our committee is planning the annual seminar that MEUW hosts for accounting and customer service training across the state.
- * We will be looking at preparing an IT services request for proposals later this fall. It will be helpful to compare pricing for these services for our ratepayers.
- * We continue to remind customers that doxo services are ending October 1st. We are hoping to have a majority of customers switched over before the service ends to eliminate customer inconvenience.
- * July disconnects went well. The crews delivered 62 door knockers and our office disconnected 7 accounts, all of which have been reconnected except for 1. 6 accounts remain disconnected for non-payment in 2025.
- * Public Power Week is October 5 - October 11th. We are currently working on celebrating public power that week.
- * RLU is hosting Family Fun Night on August 7th at Roux Park.
- * The City was awarded a \$5,550 safety grant to make safety equipment related purchases, RLU can take advantage of this grant as well.

**As of 08/08/2025 - Wastewater Updates
Wastewater Plant/Collection**

Item 6d.

WWTP Operations

- The plant performance has been good. Met all WPDES limits for July 2025
- Ammonia treatment has been above average for this time of year, making disinfection a breeze. Aeration basins @ 70.2 which is optimum.
- Compliance Inspection with WIDNR. WPDES requires it every two years.
- Treated 70.6MG for July

Plant Maintenance

- Maintenance to buildings and grounds, including pressure washing, painting, etc.
- Pumped down and cleaned Chlorine contact basin
- Went through Waste Gas Burner control panel, installed new CPU Module, Igniter and gauges.
- Routine preventive maintenance done through Jobs Plus work order system

BioSolids/Land Application

- Storage Tank Level @ 10.5'

Collection Maintenance

- Kolter and Luke performing Routine Cleaning and Inspection of Sewer Mains
- Updated GIS system to the new platform, training with the Crew.

Infrastructure/Street Projects

- Ann and Lee 2025
- Phipps and Wisc.

Other Items/Training

- Tour with Sue and Marlene
- L. Fleming gained his CDL and had Flagger Training with MEUW
- J. Hudson and K. Kolter passed some of their WIDNR Operator Certifications

Utility Manager Report, August 14th, 2025

Lee/Ann St bid dispute

- Depositions on July 21st
- Hearing on July 29th
- Pre-con on July 29th

GLU membership

- AMI subcommittee
- Capacity discussion
- Generation opportunities
- Fluoride update

Attended the July 8th City Council meeting

Attended an MEUW L&R meeting on July 7th

Attended the MEUW executive committee meeting on July 21st

Attended an MEUW member engagement meeting on July 10th

Attended a GLU meeting on July 23rd

Meeting with the City Administrator (SJ)

2026 road project reviews

- Funding scores (SDW and CWF) will be available in September

Lead Service Line Replacement funding

Distributed generation rate tariff

St light policy

Fluoride update

Safety report

Worked with Shanon and office staff

- GLU membership
- Family Fun night
- Newsletter
- Employee appreciation
- Lee/Ann St.
- Distributed Generation
- Commission meeting agenda and plan

Worked with Chad, Water

- 400 Coleman addition
- LSL inventory
- Ann and Lee St.
- Phipps and Wisconsin, 2026 projects
- Attended water staff meeting on July 14th

Worked with Corey, Wastewater

- Phipps and Wisconsin 2026 construction
- Lee and Ann St
- Employee training
- Plant maintenance
- Attended WW staff meeting on 7/21

Worked with Jimmy, Electric

- GLU AMI subcommittee
- AMI infrastructure needs
- Employee vacancy and
- Outage management
- Attended Electric staff meeting on 7/21

Upcoming Conferences, Events, and Webinars

1. APPA cybersecurity summit (Raleigh) September 7-10
2. AWWA annual conference (Madison) Sept 10-12
3. APPA Business and financial conference (Raleigh) September 7-10
4. APPA Cost of service and rate design (virtual) Sept. 17-18
5. APPA Distributed generation and rate design (virtual) Sept. 24-25
6. Public Power Week, October 6-10
7. APPA Legal and Regulatory conference (San Diego) Oct. 12-15
8. WWOA Annual conference (La Crosse) Oct. 14-17
9. AWWA webinars
 - a. PFAS in surface water Aug. 13th
 - b. Water policy updates Aug. 27th
 - c. Strengthening public trust in water Sept. 10th
10. League of WI Municipalities online training opportunities
 - a. Goal setting
 - b. Leadership training
 - c. Active shooter
 - d. ADA compliance
 - e. Customer service
 - f. Water and wastewater training
 - g. Employment law
 - h. Safety
 - i. Economic development
11. APPA public power 101 on-demand course
12. Public Power Governance on-demand course

Legislative update

Wisconsin

- Elimination of residential energy sales tax takes effect Oct. 1
- Budget increase for SDW and CWF loans

Federal

- Muni bonds will not be taxed
- Streamlined permit reform
- Tax credits for renewables will expire on December 31
- Decrease in federal support for water infrastructure projects
- Possible EPA cuts (clean air act)
- Possible FEMA cuts