

# Electric/Water & Sewer Minutes

## January 12, 2017

The meeting was called to order by Electric Committee Chairman Scott Diekemper on Thursday, January 12, 2017 at 11:30 a.m. at Carlyle City Hall. Electric Committee members present included Scott Diekemper, Judy Smith, and Jason Edwards. Water and Sewer Committee members present included Don Perez and Kent Newkirk. Jeff Taylor was absent. Others present included Coy Spencer, John Wieter, Connor Endres, Bob Rothermel, John Hodapp, Joe Behrmann, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the Electric Committee minutes from November 21, 2016 Judy Smith made a motion to approve the minutes. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

After reviewing the Water and Sewer Committee minutes, Kent Newkirk made a motion to approve the minutes. Don Perez seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was AMI bid opening. Bids were received from Fletcher Reinhardt/Landis Gyr and Anixter/Itron. Bob Rothermel read aloud the bid proposals from both companies. He will closely review both bids and will present a final report in approximately two weeks. No motions were made.

The second item on the agenda was discussion of future generation shortages. John Hodapp explained that he has learned that there will be a generation shortfall in 2018. Coal-powered plants are being shut down with nothing to replace them. He stated that this may mean that Carlyle may have to run more. If Carlyle must run more during peak times in the summer, the load must be rotated. John said there could be a need to buy another diesel engine. A diesel engine would cost approximately \$1 million. Permits must be sought and then it takes nine months once the engine is ordered. It could possibly take a year or longer to get the engine. John said that he would get numbers for what an additional diesel engine would cost the City. The City currently has five diesel engines. No motions were made.

The third item on the agenda was HMG comments. John Wieter presented the committees with a timetable for the water main improvements. See the table at the end of the minutes. John stated that Sarah Tebbe wants to review the EPA loan information with JoAnn and possibly the Finance Committee. JoAnn stated that once the Tractor Supply project is completed, Doug Ratermann will be able to focus more on GIS and review the sidewalk plan with Council.

The fourth item on the agenda was old business. John Hodapp gave the committees an update on the substation repairs.

The fifth item on the agenda was new business. John Hodapp gave the committees an update on the upcoming ice storm. There is enough diesel to run for 34 hours if Ameren goes down. He stated that the trucks will be ready to go, if necessary. The chains have been placed on the trucks as part of the Electric Departments preparation plans. JoAnn stated that an application for a Water and Sewer internship has been received. She will pass the information along to Andy Wennerstrom and Joe Behrmann.

There were no any other comments.

There were no public comments.

With no further business to discuss, Don Perez made a motion to adjourn. Judy Smith seconded the motion. With all in favor, the meeting was adjourned at 1 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

### Carlyle Water Main Improvements

<b>Task</b>	<b>Approximate End Date</b>	<b>Comments</b>
<b>Pre-Loan Application</b>		Sent to IEPA January 2016
<b>Facility Plan</b>		Sent to IEPA March 2016
<b>Environmental Clearances</b>		Sent to IEPA November 2016
<b>Project Design (Plans &amp; Spec's) Submittal for IEPA Permit</b>	January 2017	
<b>Debt Ordinance (should include all engineering costs, construction costs and 20% contingency on all costs)</b>	January 2017	Can be completed shortly after plans are finished
<b>IEPA Permit Review/Approval</b>	February 2017	60 day reviewing period
<b>Facility Plan Approval by IEPA</b>	February 2017	Chad Rice has been contacted to get a time schedule on when this can be expected
<b>Loan Paperwork Prior to Bidding</b>	February 2017	
<b>PEID with Public Hearing</b>	March 2017	Cannot be completed before Facility plan approval
<b>Bidding (45 day bid period)</b>	April 2017	
<b>IEPA Bid Review/Approval/Loan Paperwork</b>	July 2017	120 days
<b>Contract Award/Agreements/Notice to Proceed</b>	July 2017	
<b>Mobilization and Material Orders</b>	August 2017	
<b>Construction</b>	August 2018	Estimated to take one year from mobilization to completion
<b>Final Cleanup and Demobilization</b>	September 2018	IDOT can do their project after this

# Electric/Water & Sewer Minutes

## February 1, 2017

The meeting was called to order by Electric Chairman Scott Diekemper on Wednesday, February 1, 2017 at 1 p.m. at Carlyle City Hall. Electric Committee members present included Scott Diekemper, Jason Edwards, and Kent Newkirk. Water Committee members present included Kent Newkirk, Scott Diekemper, and Jeff Taylor. Others present included Gene Van Dorn, Bob Rothermel, John Hodapp, Joe Behrman, Andy Wennerstrom, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the January 12, 2017 Electric/Water and Sewer Meeting, Jason Edwards made a motion to approve the minutes. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was AMI Bid Review. Bob Rothermel stated that the two bidders were Anixter and Landis & Gyr. Anixter would be partnering with Tantalus for hosting and software. Fletcher and Reinhardt would be partnering with Landis & Gyr. Both systems meet the City's needs. It was determined to go with remote hosting for security reasons. There were some slight differences between the two, but nothing significant. Landis & Gyr came in lower than Anixter. Andy stated that he had heard bad things about the water meters (Master Meter) that Landis & Gyr included in its bid. Discussion then turned to how the City will pay for the new metering system. JoAnn stated that Water will be responsible for \$450,000. This will be spread over three years. Electric will spread their part over two years, starting with this year's budget. JoAnn stated that the new water meters will increase chances for revenue and enhance the workforce. After some discussion, Jason Edwards made a motion to move forward with Landis & Gyr. Bob Rothermel is to contact Landis & Gyr to determine if the price will be honored with Neptune meters instead of the meter included in the bid, the cost with Neptune meters if the price is not honored, and the price of just the modules if the City must purchase the meters separately. Jeff Taylor seconded the motion. After a voice vote, all were found in favor.

The second item on the agenda was the roof at the Water Department. Andy Wennerstrom had received two quotes for the roof late last year. Lakeside Roofing's quote was significantly lower than Martin Roofing's. The Water and Sewer Committee had asked Andy to research Lakeside Roofing. Andy stated that he received several letters of recommendation for Lakeside Roofing. Jeff Taylor made a motion to have Lakeside Roofing repair the roof at the Water Department. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

There was no old business.

There was no new business.

The fifth item on the agenda was any other comments. Joe Behrman stated that the new lift station pump had been delivered. It was purchased to have on hand in case one of the lift stations goes out. Joe added that work has begun on replacing the manholes near the Corps property. John Hodapp said that the power has been rerouted for Ameren's above-ground valve site that will be situated on City property.

There were no public comments.

With no further business to discuss, Scott Diekemper made a motion to adjourn. Kent Newkirk seconded the motion. With all in favor, the meeting was adjourned at 1:46 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

# Electric/Water & Sewer Minutes

## February 13, 2017

The meeting was called to order by Electric Committee Chairman Scott Diekemper on Monday, February 13, 2017 at 5:30 p.m. at Carlyle City Hall. Electric Committee members present included Scott Diekemper, Jason Edwards, and Kent Newkirk. Water and Sewer Committee members present included Kent Newkirk, Scott Diekemper, and Jeff Taylor. Others present included Gene Van Dorn, Bob Rothermel, Andy Wennerstrom, Joe Behrman, John Hodapp, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the February 1, 2017 Electric/Water and Sewer meeting, Kent Newkirk made a motion to approve the minutes. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was water meters. JoAnn began by saying that the bid from Landis Gyr included Master Meters for the water meters. Master Meters has no reputation in the area. The Water Department currently uses Neptune meters. JoAnn stated that the Committees needed to decide what to do with the water meters. The options were to go with a bid received from Schulte Supply for Neptune Meters and waive the bidding process or bid out for Neptune meters. Both options would require the Committee to accept the bid from Landis Gyr minus the water meters. At this point, Gene Van Dorn questioned the Committees as to what exactly would be gained by converting to AMI, especially for Electric. JoAnn Hollenkamp and John Hodapp both stated that workers would no longer have to read meters, red tags would no longer have to be hung, the City would be moving forward with technology, and the workforce would be enhanced. It was also pointed out that this would allow the Water Department to be more efficient. With the new meters, Water would be capturing more accurate readings and would increase their revenue. JoAnn stated that this is also one instance where Electric can help the Water Department by paying for the infrastructure and software. Jason Edwards made a motion to accept the bid from Landis Gyr minus the water meters and to bid out for Neptune water meters. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The second item on the agenda was inter-department cooperation for water meters. JoAnn stated that Jeff Taylor came to her and asked if it was possible to have the Electric Department help the Water Department install water meters. JoAnn said that after speaking with Andy, Joe, and John it was decided that this could be done. No motions were made.

The third item on the agenda was purchase dump truck. John stated that there is a one ton dump truck for sale in Bloomington, Illinois for \$25,900. He added that he has \$25,800 in his budget. JoAnn stated that she would like John to be able to purchase the truck on site, if he decides the truck is what he needs. She said that she spoke with Chad Holthaus and there are three options for paying for the truck. John could be sent with multiple checks pre-printed with different amounts, money could be wired, or a blank check could be sent with John. After some discussion, Scott Diekemper made a motion to allow John Hodapp to spend up to \$25,900 on the dump truck and to send a blank, signed check made out to that company. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The fourth item on the agenda was old business. John stated that he received a quote for \$31,800 for LED lighting for the Suspension Bridge. With these lights, the Bridge could be any color. John asked JoAnn if it was possible to get grant money for this, as she is currently working on a grant for repairs for the Suspension Bridge. John added that he will be receiving one more quote. JoAnn stated that she would look into grant money for the lights.

There was no new business.

There were no any other comments.

There were no public comments.

With no further business to discuss, Kent Newkirk made a motion to adjourn. Scott Diekemper seconded the motion. With all in favor, the meeting was adjourned at 5:59 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

# Electric Committee Minutes

## March 27, 2017

The Committee was called to order by Chairman Scott Diekemper on Monday, March 27, 2017 at 4:45 p.m. at Carlyle City Hall. Committee members present included Scott Diekemper and Kent Newkirk. Others present included Judy Smith, John Hodapp, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the February 13, 2017 meeting, Kent Newkirk made a motion to approve the minutes. Scott Diekemper seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was the IMEA/IMUA banquet. John stated that if anyone was interested in attending the banquet, which is being held at the Crown Plaza in Springfield, to let him know. No motions were made.

The second item on the agenda was new cameras at the power plant. John stated that new security cameras are being installed. They can zoom in and have already been used to identify a thief stealing from a pickup truck by the Suspension Bridge. John added that a video camera and a radio unit has been purchased for training. Step by step directions are being recorded for each engine. No motions were made.

The third item on the agenda was Tractor Supply. John stated that he is waiting on bids for the transformer pad. New poles have been set. No motions were made.

The fourth item on the agenda was dump truck bed. John stated that the bed on the dump truck is rusty and needs to be replaced. He would like to purchase a bed that has fold-down sides. He received quotes from Drake Scruggs (\$4,851.20) and Country Blacksmith (\$5,295.00). John added that the dump truck will also be painted red. After some discussion, Scott Diekemper made a motion to purchase the dump truck bed from Drake Scruggs. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The fifth item on the agenda was 19<sup>th</sup> Street interconnect. John stated that the wooden poles will be replaced with an aluminum structure. John prefers aluminum over galvanized steel due to rust issues. He received three different quotes for replacing the wooden poles. See the table below. John plans on pouring the concrete for this project this spring and then replacing the poles in October. Kent Newkirk made a motion to replace the wooden poles with aluminum from V & S Schuler Engineering for \$41,686. Scott Diekemper seconded the motion. After a voice vote, all were found in favor.

Company	Type of Product	Price	Delivery
V & S Schuler Engineering	Aluminum	\$41,686	Approx. 98 days
V & S Schuler Engineering	Galvanized Steel	\$32,092	Approx. 98 days
M.D. Henry Company Inc.	Aluminum	\$54,560	Approx. 126 days

The sixth item on the agenda was AMI. John stated that he would be starting to order materials on March 28, 2017. He believes it will take three to four months to install the new meters and another month for the other infrastructure needed. He believes the electric aspect of it will be up and running in October. No motions were made.

The seventh item on the agenda was the FY '18 budget. See the table at the end of the minutes. John stated that eventually tuck pointing will need to be done at the power plant. Nothing has been done to the brick since it was built in 1900. No motions were made.

There was no old business.

The ninth item on the agenda was new business. John stated that IMEA will be providing 306 LED lightbulbs for the City to give to its customers. John stated that Bob Rothermel completed the line loss report. The City has a 5.38 percent line loss. John added that this is a good number, but a little higher than last year. He believes that is due to Super Valu being closed.

The tenth item on the agenda was any other comments. JoAnn stated that the Water and Sewer Department wants to purchase a tractor with a bush hog, loader, and back blade. It will be used to mow the lagoons, but it will benefit other departments.

There were no public comments.

With no further business to discuss, Scott Diekemper made a motion to adjourn. Kent Newkirk seconded the motion. With all in favor, the meeting was adjourned at 5:34 p.m.

Respectfully submitted,  
Martha Reinkensmeyer



FY '18 Electric Production Budget Draft		
4210 Salaries		\$161,000.00
4510 Health & Dental		\$21,017.63
4610 Social Security Contrib.		\$9,982.00
4620 Retirement Contributions		\$25,760.00
4630 Medicare Contributions		\$2,334.50
5110 Maintenance Services – Buildings	Fire extinguisher, windows, doors, floors, cooling tower, Diesel Room, shop area, gutters	\$40,000
5120 Maintenance Services Equipment	Diesels, pumps, electric motors; filters; upgrade on Units 8, 9, and 1 switchboard	\$40,000
5130 Maintenance Services Vehicles	Units #20 & 21, bucket trucks, and skid steer	\$1,700
5150 Maintenance Services Utility System	Relays, Scada system, S.C. system, engine alignments, megging	\$8,000
5320 Engineering	NESHAPS, fuel reports, Scada system, EPA reports, upgrade on Units 1, 8, and 9.	\$20,000
5330 Legal Services	Legal	\$500
5490 Other Professional Services	Annual reports, upgrade to switchboards on unit 8, 9, and 1	\$31,000
5510 Postage		\$2,000
5520 Telephone		\$2,000
5570 IT Software	Software	\$125
5580 IT Hardware	Computers	\$1,000
5610 Dues	Air Permits	\$7,000
5620 Travel Expenses	Travel to training	\$500
5630 Training	IMEA Safety Meeting, operator school, and weed school	\$1,500
5650 Publications	Books, magazines	\$200
5670 Other Professional Development	IMEA meeting	\$500
5710 Utilities		\$39,000
5760 Electrical Purchases		\$2,706,000
5930 Rentals	Cranes, power tools, equipment	\$1,000
5940 Risk Management Insurance		\$75,000
6110 Maintenance Supplies – Buildings	Paints, cleaners, sprays, bolts, nuts, general building supplies	\$2,000
6120 Maintenance Supplies – Equipment	Pumps, parts, filters, valves, fan upgrades	\$3,000
6130 Maintenance Supplies – Vehicles	Oil filters, gaskets, seals piping	\$3,000
6150 Maintenance Supplies – Utility System	Switch gear, relays, gaskets, computers, pumps, motors	\$5,000
6530 Small Tools		\$2,500
6540 Janitorial Supplies/Disinfectants		\$500
6550 Automotive Fuel/Oil		\$3,000

6560 Chemicals		\$3,000
6570 Fuel/Oil Generation		\$100,000
6610 Uniforms	Paints, shirts, hats, boots	\$1,800
6650 Other General Supplies		\$1,000
7400 Reserves/Contingency		\$120,000
8500 Utility System	Cooling towers, electric breakers, bearings, exhaust fans, other possible projects, floor repairs, change out overhead lighting	\$15,000
8900 Other Improvements	Roof repairs, plant building, diesel repairs, Christmas projects	\$18,000
9290 Miscellaneous Expense		\$2,000
9950 G & A		\$170,000
9992 Transfer to Fund 54		\$67,829
Grand Total		\$3,876,373.13

<b>FY '18 Electric Distribution Proposed Budget</b>		
<b>4210 Salaries</b>		\$274,200
4510 Health & Dental Insurance		\$37,785.07
4610 Social Security		\$17,000.40
4620 Retirement Contributions		\$43,872
4630 Medicare Contributions		\$3,975.90
5110 Maintenance Services – Buildings	Building repairs, new apron in front of building, concrete between buildings	\$10,000
5120 Maintenance Services Equipment	Lurkins, hydraulic trucks	\$6,000
5130 Maintenance Services Vehicles	Trucks – repairs	\$5,000
5150 Maintenance Services Utility System	Three phase meter testing, relays, rubber gloves, line hose	\$7,000
5320 Engineering	Distribution, system upgrades	\$20,000
5330 Legal Services	Legal	\$1,800
5490 Other Professional Services	DOE reports, substation maintenance, upgrades to SCADA cap banks, transformer oi reports	\$20,000
5510 Postage		\$2,000
5520 Telephone		\$3,500
5570 IT Software	Software	\$125
5580 IT Hardware	Hardware	\$1,000
5620 Travel Expenses	Travel and line schools	\$1,000
5630 Training	IMUA Safety Meetings and line schools	\$6,000
5650 Publications	Publications	\$250
5670 Other Professional Development	IMEA meeting/IMUA meeting	\$800
5710 Utilities		\$39,000
5770 Disposal Services		\$2,000
5930 Rentals	Cranes, powertools, line equipment	\$3,000
5940 Risk Management Insurance		\$39,000
6110 Maintenance Supplies – Buildings	Paints, screws, nails, plywood, etc.	\$4,000
6120 Maintenance Supplies Equipment	Blades, saws, bits, hooks, chain saws, gauges	\$2,000
6130 Maintenance Supplies Vehicles	Maintenance	\$4,000
6150 Maintenance Supplies Utility System	Meters, wire, PT, CT, crossarms, poles, fuses, transformers, bulbs, lights, line bolts	\$65,000
6530 Small Tools		\$3,300
6540 Janitorial Supplies/Disinfectants		\$300
6550 Automotive Fuel		\$7,000
6610 Uniforms	Shirts, pants, boots, FR clothing	\$5,600
7400 Reserves/Contingency		\$120,000
8400 Vehicles	Replace unit 20 and sell to Water Department	\$55,000

8500 Utility System	Schedule in project and other project not on the schedule, new auto read electric meters, electronic metering system cost for project \$19,000	\$325,000
8900 Other Improvements	System extension, substations, building upgrades, fiber line upgrades	\$15,000
9150 Utility Tax NPDES		\$219,436
9290 Miscellaneous Expense		\$1,000
9950 G & A		\$60,000
<b>Grand Total</b>		<b>\$1,430,944.37</b>