

**BOARD OF PUBLIC AFFAIRS  
MEETING**

**Tuesday, March 10, 2020  
6:00 P.M.**

The Lodi Board of Public Affairs met on the above date for a Regular Meeting. The following Board Members were present for the meeting: Gilbert, Emerson, and Hagelin. Also in attendance were Utility Superintendent Tracy Haltrich and Part Time Village Engineer Harold Kasten-Krause. Clerk-Treasurer Annette Geissman was absent.

A motion was made by Emerson and seconded by Gilbert to approve the monthly bills for the month of January. Upon roll call: Aye – Emerson, Gilbert, and Hagelin. Nay – None.

A motion was made by Emerson and seconded by Gilbert to approve the monthly bills for the month of February. Upon roll call: Aye – Emerson, Gilbert, and Hagelin. Nay – None.

A motion was made by Emerson and seconded by Gilbert to approve the minutes of the January 14, 2020 board meeting. Upon roll call: Aye – Emerson, Gilbert, and Hagelin. Nay – none.

A motion was made by Emerson and seconded by Gilbert to approve the minutes of the January 28, 2020 board meeting. Upon roll call: Aye – Emerson, Gilbert, and Hagelin. Nay – None.

A motion was made by Emerson and seconded by Gilbert to approve the minutes of the February 4, 2020 board meeting. Upon roll call: Aye – Emerson, Gilbert, and Hagelin. Nay - None

**NEW BUSINESS**

Representatives from AMP were present and gave a presentation regarding a power supply update for the village. The proposed plan will replace a current power contract scheduled to expire. A motion was made by Gilbert and seconded by Emerson to authorize AMP to prepare a new ordinance and contract renewal based on today's recommendations with staggering expiration dates. This document will then be submitted for council and board review. Upon roll call: Aye – Gilbert, Emerson, and Hagelin. Nay – None.

Superintendent's Notes – Discussion was held with Utility Superintendent Tracy Haltrich to update board members on current projects.

Discussion was held regarding point of water supply responsibility within privately owned water systems in the village. A suggestion was made for the utility superintendent to prepare letters to all privately owned water system owners to make sure they are aware that the systems are their responsibility. The village responsibility ends at the master meter for each of these systems. Utility Superintendent Tracy Haltrich will begin working on this project.

**OLD BUSINESS**

WTP Controls Update – Automation Resources is working on miscellaneous punch list items to complete the water treatment plant controls project.

Solar Project Update – There is no new information to report on this project.

Generator Exhaust Scrubber Project Update – MESA was on site on February 19, 2020, to take measurements of the unit to design the diesel oxidation catalyst. Utility Superintendent Tracy Haltrich has been working with the contractor to create OEPA ebiz accounts for permitting and reporting purposes.

Eaken Substation Update – GPD is working on the engineering drawings for this project. Preliminary drawings are planned to be released for board review in the coming weeks.

Utility Standard Operating Procedures – Board President Hagelin reported that he would like to propose an approach to develop standard operating procedures for each village utility. He feels that a good template for the village to follow is the Grafton sample. He would like to propose that all board members begin reviewing the document individually and then generate an outline using employee participation. The board may need to add items not currently addressed in the sample document. Utility Superintendent Tracy Haltrich reported that he will make a copy of the current village construction standards for board review. Board President Hagelin will also meet with Utility Superintendent Tracy Haltrich to review the various samples from other municipalities. After an initial outline is completed for each utility the details will be established.


A motion was made by Gilbert and seconded by Emerson to authorize the clerk to advertise for water softener salt bids. Upon roll call: Aye – Gilbert, Emerson, and Hagelin. Nay – None.

A request was reviewed from 12 Lisa Court asking that a portion of the sewer bill be reduced due to a water leak under a trailer that did not go through the sewer system. A motion was made by Gilbert and seconded by Emerson to adjust the sewer portion of the bill by the following method: The average sewer consumption figure for the last three normal months will be used for the base rate and the difference between this rate and the excess amount will be deducted from the bill. Upon roll call: Aye – Gilbert, Emerson, and Hagelin. Nay – None.

The next board meeting will be held on March 24, 2020.

There being no further business to come before the board a motion was made by Gilbert and seconded by Emerson to adjourn the meeting. Upon roll call: Aye – Gilbert, Emerson, and Hagelin. Nay – None.

  
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**Karl Hagelin**  
**Board President**

  
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**Annette Geissman**  
**Clerk/Treasurer**