

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, JUNE 19, 2018**

ROLL CALL

Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert and Siira. Commissioner Gehl was present beginning at 10:11 a.m. Members of the Utility staff in attendance were: Utility Engineer Pritzlaff, Plant Manager Robe, Distribution Manager Schwartz, and Accounting Supervisor Stenzel. Commissioner Richards and General Manager Sullivan were excused.

PREVIOUS  
MINUTES  
APPROVED

Minutes of the last regular meeting, held on May 8, 2018, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Wille. Roll call vote, all voted aye.

CLOSED  
SESSION

The meeting went into closed session at 9:08 a.m. with a motion by Commissioner Siira, and a second by Commissioner Siepert, in accordance with Section 19.85 (1) (e) and (g) of the Wisconsin State Statutes for the following purpose:

- A. Water Quality Improvement Project
- B. Franklin Water Sales Agreement Extension

Commissioner Siira, with Commissioner Siepert seconding, made the motion to reconvene into open session at 9:57 a.m. Roll call vote, all voted aye.

A. Water Quality Improvement Project:

Commissioner Wille made the motion whereas it is the legal and ethical responsibility of this Commission to provide a safe and reliable water supply for our customers; and whereas, we are aware that we are using an underground tank that does not meet current standards, which could result in a health hazard, and that the DNR has directed us to replace; and whereas, recent tests have shown that cryptosporidium counts in Lake Michigan are increasing and may reach levels that our plant cannot remove, and we will soon be the only plant in the State that does not have a secondary barrier for this problem; and whereas, we are operating a plant with equipment that has exceeded its life expectancy and for which repair parts are no longer produced; and whereas, we have already spent large sums of money complying with every request

the PSC has made of us; and therefore, he motions that we proceed with the construction of the Water Quality Improvement Project, while waiting for PSC approval, in order to avoid imposing further risks on our customers. Motion not seconded, motion failed.

Franklin Water Sales Agreement Extension:  
No action was taken on this agenda item.

PROJECT  
APPROVALS

Treatment Plant Locker Room Remodel:  
Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve the Treatment Plant Locker Room Remodel Project and to amend the capital budget in the amount of \$350,000.00. Roll call vote, all voted aye.

INTRODUCTION OF  
NEW TREATMENT  
PLANT MANAGER

Utility Engineer Pritzlaff introduced Plant Manager Michael Robe who was promoted from Acting Plant Manager to Plant Manager on June 3, 2018. Staff and Commissioners extended their congratulations and well wishes to Plant Manager Robe for a long and healthy career.

INTRODUCTION OF  
NEW TREATMENT  
PLANT OPERATORS

Utility Engineer Pritzlaff introduced the two new plant operators, Melissa Ludke who was hired on May 21, 2018 and Erika Bozich who was hired on May 29, 2018. Staff and Commissioners extended their congratulations and well wishes to long and healthy careers for both plant operators.

PARTNERSHIP FOR  
SAFE WATER:  
WATER TREATMENT  
PLANT-20 YEAR  
DIRECTOR'S AWARD

Utility Engineer Pritzlaff shared our receipt of the Partnership for Safe Water: Water Treatment Plant-20 Year Director's Award with the Commission which was presented to our Utility at the AWWA ACE18 Annual Conference on June 12, 2018.

WATER QUALITY  
INFORMATION AND  
PUBLIC NOTICE

Utility Engineer Pritzlaff reviewed the water quality information and public notice that was mailed to all customers in May 2018. He also informed the Commission that additional quarterly notices will be mailed for the next year.

HOWELL AND  
SYCAMORE AVENUE  
TOWER  
INSPECTIONS

Commissioner Wille, with Commissioner Siepert seconding, made the motion approving staff's recommended bid from KLM Engineering, Inc. in the amount of \$5,000.00 covering the drain-down inspection for Howell Avenue Tower in the amount of \$2,600.00 and a wet inspection of Sycamore Avenue Tower in the amount of \$2,400.00. Roll call vote, all voted aye.

PROFESSIONAL SERVICES AGREEMENT WITH STRAND ASSOCIATES	Commissioner Siepert, with Commissioner Siira seconding, made the motion to authorize Utility Engineer Pritzlaff to enter into an agreement with Strand Associates, Inc. for providing professional services in the design of the Forest Hill Water Main Extension and South 27 <sup>th</sup> Street Water Main Extension Projects in the not to exceed amount of \$76,000.00. Roll call vote, all voted aye.
TREATMENT PLANT FLOC, SED, AND FILTER ROOMS LED LIGHT UPGRADE	Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve staff's recommended bid from Ingersol Lighting in the amount of \$8,035.00 covering the treatment plant floc, sed, and filter rooms LED lighting upgrade. Roll call vote, all voted aye.
CHANGE ORDER #1 13 <sup>TH</sup> STREET UTILITY MODIFICATIONS	Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve Change Order No. 1 to the South 13 <sup>th</sup> Street Utility Modifications Project (Project 18101) in the amount of \$10,072.50. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVAL	<p>Commissioner Siira, with Commissioner Wille seconding, made the motion to approve the Final Project Payment No. 2 for the South 13<sup>th</sup> Street Utility Modification Project (Project 18101) to Cornerstone Plumbing, LLC in the amount of \$22,041.00. Roll call vote, all voted aye.</p> <p>Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve the Project Payment No. 2 for the Puetz Road Water Main Relay Project (Project 18102) to Wanasek Corporation in the amount of \$78,587.58. Roll call vote, all voted aye.</p>
VOUCHER APPROVAL	<p>Vouchers incurred during May totaled \$993,224.58.</p> <p>Commissioner Siira, with Commissioner Siepert seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.</p>
UTILITY INVESTMENTS	<p>Accounting Supervisor Stenzel reported utility investments as of May 2018. A copy of the report is on file.</p>
ALDERMANIC REPORT	<p>Commissioner Gehl updated the Commission and staff on operations occurring in the City during May 2018.</p>
ADMINISTRATIVE OPERATIONS REPORT	<p>Accounting Supervisor Stenzel reported administrative operations during May 2018. A copy of the report is on file.</p>

ENGINEERING  
OPERATIONS  
REPORT

Utility Engineer Pritzlaff reported engineering operations during May 2018. A copy of the report is on file.

DISTRIBUTION  
OPERATIONS  
REPORT

Distribution Manager Schwartz reported distribution operations during May 2018. A copy of the report is on file.

PLANT  
OPERATIONS  
REPORT

Plant Manager Robe reported plant operations during May 2018. A copy of the report is on file.

MANAGER'S  
REPORT

There was no report for this agenda item.

ADJOURN

Commissioner Siira, with Commissioner Wille seconding, adjourned the meeting at 10:45 a.m. Roll call vote, all voted aye.

 7/17/18  
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Edward G. Siira, Chairman

  
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Gerald H. Wille, Secretary

06-19-18