

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, FEBRUARY 12, 2019**

ROLL CALL

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

PREVIOUS  
MINUTES  
APPROVED

Minutes of the last regular meeting, held on January 8, 2019, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Siira. Roll call vote, all voted aye.

CLOSED  
SESSION

The meeting went into closed session at 9:01 a.m. with a motion by Commissioner Gehl, and a second by Commissioner Siira, in accordance with Section 19.85 (1) (c), (e), and (g) of the Wisconsin State Statutes for the following purpose:

- A. Water Quality Improvement Project
- B. 2019 Wage Adjustment

Roll call vote, all voted aye.

Commissioner Gehl, with Commissioner Siira seconding, made the motion to reconvene into open session at 9:55 a.m. Roll call vote, all voted aye.

- A. Water Quality Improvement Project  
No action was taken on this agenda item.

- B. 2019 Wage Adjustment  
Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the following changes to Utility staff compensation effective February 10, 2019.

Every employee is to receive a 2.25% increase, to the nearest penny, to their base wage effective February 10, 2019 with the exception of the Utility Custodian.

The Distribution Manager and Accounting Supervisor are to receive a one-time 1% non-salary building bonus. Roll call: Siepert, aye; Wille, nay; Richards, aye; Siira, aye; and Gehl, aye.

PROJECT APPROVALS

No action was taken on this agenda item.

INTRODUCTION/  
CONFIRMATION OF  
UTILITY ENGINEER

The Commission and staff extended a warm welcome to Brian Johnston, P.E., who has transferred from City Hall and has accepted the Utility Engineer position.

PROFESSIONAL  
SERVICES  
AGREEMENT WITH  
CDM SMITH, WATER  
SYSTEM MASTER  
PLAN

Commissioner Wille, with Commissioner Siira seconding, made the motion authorizing the Utility Engineer to enter into an agreement with CDM Smith, Inc. for providing professional services in the production of a new water system master plan in the not to exceed amount of \$430,000.00. Roll call: Siepert, aye; Wille, aye; Richards, nay; Siira, aye; and Gehl, aye.

PROJECT PAYMENT  
APPROVALS

Commissioner Siepert, with Commissioner Wille seconding, made the motion to approve Project Approval Payment No. 1 for the Water Treatment Plant Locker Room Update (Project 18110) to William Sackerson Construction Co., Inc. in the amount of \$30,951.00. Roll call vote, all voted aye.

Commissioner Siira, with Commissioner Siepert seconding, made the motion to approve Project Approval Payment No. 2 for the South 27<sup>th</sup> Street Water Main Extension (Project 18104) to Globe Contractors, Inc. in the amount of \$32,798.00. Roll call vote, all voted aye.

VOUCHER  
APPROVAL

Vouchers incurred during January totaled \$839,217.06. Commissioner Siira, with Commissioner Siepert seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.

UTILITY  
INVESTMENTS

Accounting Supervisor Stenzel reported utility investments as of January, 2019. A copy of the report is on file.

INTERFUND LOAN  
INTEREST RATE

Accounting Supervisor Stenzel reviewed the interfund loan interest rate for 2019.

ALDERMANIC  
REPORT

Commissioner Gehl updated the Commission and staff on operations occurring in the City during January, 2019.

ADMINISTRATIVE  
REPORT

Accounting Supervisor Stenzel reported administrative operations during January, 2019. A copy of the report is on file.

ENGINEERING  
REPORT

General Manager Sullivan reported engineering operations during January, 2019. A copy of the report is on file.

DISTRIBUTION  
OPERATIONS  
REPORT

Distribution Manager Schwartz reported distribution operations during January, 2019. A copy of the report is on file.

PLANT OPERATIONS  
REPORT

Plant Manager Robe reported plant operations during January, 2019. A copy of the report is on file.

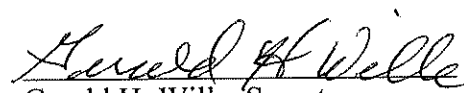
MANAGER'S  
REPORT

No report was presented this month.

ADJOURN

Commissioner Siepert, with Commission Wille seconding, adjourned the meeting at 10:45 am. Roll call vote, all voted aye.

  
Kenneth A. Gehl, Chairman

  
Gerald H. Wille, Secretary

02-12-19