

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

- ROLL CALL Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Gehl, Richards and Cigale. Members of the Utility staff in attendance were: General Manager Sullivan, Utility Engineer Johnston, Distribution Manager Schwartz, Plant Manager Robe and Accounting Supervisor Stenzel. Commissioners and staff welcomed Robert Cigale as our newest Commissioner appointed by the Mayor and confirmed by the Common Council.
- PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on October 8, 2019, were approved as recorded with a motion by Commissioner Wille and seconded by Commissioner Siepert. Roll call vote, all voted aye, with Commissioner Cigale abstaining.
- CLOSED SESSION The meeting went into closed session at 9:11 a.m. with a motion by Commissioner Wille, and a second by Commissioner Siepert, in accordance with Section 19.85 (1) (b) (c) and (f) of the Wisconsin State Statutes for the following purpose:
- A. Employee Grievance
- Roll call vote, all voted aye.
- Commissioner Siepert, with Commissioner Wille seconding, made the motion to reconvene into open session at 9:17 a.m. Roll call vote, all voted aye.
- A. Employee Grievance
- No action was taken on this agenda item.
- PROJECT APPROVALS No action was taken on this agenda item.
- GUARDIAN CREDIT UNION DRIVEWAY ACCESS EASEMENT Commissioner Richards, with Commissioner Siepert seconding, made the motion to authorize the General Manager to enter into an agreement with Guardian Credit Union for the shared driveway access easement contingent upon completion of the driveway improvements. Roll call vote, all voted aye.

WILDWOOD  
CHANGE ORDER #3

Commissioner Richards, with Commissioner Wille seconding, made the motion to approve Change Order No. 3 for the Wildwood Drive Water Main Relay and Sanitary Sewer Relay Project (Project 19101) to Willkomm Excavating & Grading, Inc. in the amount of \$14,941.77. Roll call vote, all voted aye.

FITZSIMONS  
CHANGE ORDER #1

Commissioner Siepert, with Commissioner Richards seconding, made the motion to approve Change Order No. 1 for the Fitzsimmons Road Water Main Relay Project (Project 19102) to DF Tomasini, Inc. in the amount of \$8,044.38. Roll call vote, all voted aye.

RADIOS AT PLANT

Commissioner Richards, with Commissioner Siepert seconding, made the motion to authorize the Utility Engineer to purchase replacement radio equipment for communications between facilities and the plant not to exceed \$10,000.00. Roll call vote, all voted aye.

COMMISSION  
OFFICER  
ELECTIONS

Commission Officer Elections:

Commissioner Wille nominated Commissioner Richards for Commission President. Commissioner Wille, with Commissioner Siepert seconding, made the motion closing the nominations and approving Commissioner Richards as Commission President. Roll call vote: Siepert, aye; Gehl, aye; Wille, aye; Cigale, aye; and Richards, nay.

Commissioner Richards, with Commissioner Siepert seconding, made the motion to retain Commissioner Wille as Commission Secretary. Roll call vote: Siepert, aye; Gehl, aye; Richards, aye; Cigale, aye; and Wille, abstained.

PROJECT PAYMENT  
APPROVALS

Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve Project Approval Payment No. 4 and Final Payment for Wildwood Drive Water Main Relay and Sanitary Sewer Relay Project (Project 19101) to Willkomm Excavating and Grading, Inc. in the amount of \$38,825.77. Roll call vote, all voted aye.

Commissioner Richards, with Commissioner Wille seconding, made the motion to approve Project Approval Payment No. 3 and Final Payment for East Fitzsimmons Road (Project 19102) to DF Tomasini Contractors, Inc. in the amount of \$76,755.22. Roll call vote, all voted aye.

VOUCHER  
APPROVAL

Vouchers incurred during October totaled \$697,128.08. Commissioner Wille, 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 October, 2019. A copy of the report is on file.

2020 OPERATING  
BUDGET APPROVAL

Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve the 2020 Operating Budget as prepared and presented by Accounting Supervisor Stenzel. Roll call vote, all voted aye.

ALDERMANIC  
REPORT

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

ADMINISTRATIVE  
OPERATIONS  
REPORT

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

ENGINEERING  
OPERATIONS  
REPORT

Utility Engineer Johnston reported engineering operations during October, 2019. A copy of the report is on file.

DISTRIBUTION  
OPERATIONS  
REPORT

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

PLANT  
OPERATIONS  
REPORT

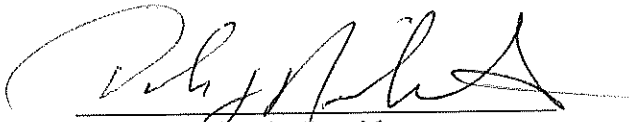
Plant Manager Robe reported plant operations during October, 2019. A copy of the report is on file.

MANAGER'S  
REPORT

General Manager Sullivan informed the Commission that the 12-10-19 commission meeting will start at 10:00 am.

ADJOURN

Commissioner Siepert, with Commission Wille seconding, adjourned the meeting at 10:50 am. Roll call vote, all voted aye.

  
Dale J. Richards, President

  
Gerald H. Wille, Secretary

11-12-19