

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, DECEMBER 10, 2019**

ROLL CALL Present at the 10:00 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.

PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on November 12, 2019, 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 10:03 a.m. with a motion by Commissioner Wille, and a second by Commissioner Siepert, in accordance with Section 19.85 (1) (b) (c) (e) (f) and (g) of the Wisconsin State Statutes for the following purpose:

- A. Employee Grievance
- B. Water Quality Improvement Project

Roll call vote, all voted aye.

Commissioner Wille, with Commissioner Siepert seconding, made the motion to reconvene into open session at 10:42 a.m. Roll call vote, all voted aye.

- A. Employee Grievance
No action was taken on this agenda item.

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

PROJECT APPROVALS No action was taken on this agenda item.

I-94/PUETZ ROAD WATER MAIN CROSSING PROJECT CHANGE ORDER Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve Change Order No. 1 for the I-94 and Puetz Road Water Main Crossing Project (Project 18108) to Globe Contractors, Inc. in the amount of \$7,153.87. Roll call vote, all voted aye.

AWARD COLLEGE
AVENUE WATER
MAIN PROJECT

Commissioner Richards, with Commissioner Cigale seconding, made the motion to approve the West College Avenue Water Main Extension Project (Project 19103) and award a construction contract to the lowest responsive, responsible bidder, Cornerstone One, based on the bid amount of \$406,414.00. Roll call vote, all voted aye.

AWARD HOWELL
AVENUE/QUAIL
RUN LOOPING
WATER MAIN
PROJECT

Commissioner Siepert, with Commissioner Wille seconding, made the motion to approve the Howell Avenue and Quail Run Water Main Looping Project (Project 17103) and award a construction contract to the lowest responsive, responsible bidder, Cornerstone One, based on the bid amount of \$276,759.00. Roll call vote, all voted aye.

AMEND CAPITAL
BUDGET FOR
SANITARY SEWER
MASTER PLAN

Commissioner Wille, with Commissioner Siepert seconding, made the motion to amend the capital improvement budget in the amount of \$100,000.00 for the Sanitary Sewer Master Plan agreement with Brown and Caldwell. Roll call vote, all voted aye.

CHEMICAL BIDS

Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve the recommended bids for the Utility's 2020 chemical needs as prepared by staff. Roll call vote, all voted aye.

PROJECT PAYMENT
APPROVAL

Commissioner Wille, with Commissioner Cigale seconding, made the motion to approve Project Payment No. 3 (Final Payment) for the South 27th Street Water Main Extension Project (Project 18104) to Globe Contractors, Inc. in the amount of \$23,663.40. Roll call vote, all voted aye.

Commissioner Siepert, with Commissioner Wille seconding, made the motion to approve Project Payment No. 5 (Final Payment) for the I-94 and Puetz Road Water Main Crossing Project (Project 18108) to Globe Contractors, Inc. in the amount of \$70,395.49. Roll call vote, all voted aye.

VOUCHER
APPROVAL

Vouchers incurred during November totaled \$356,127.10. Commissioner Gehl, 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 November, 2019. A copy of the report is on file.

2020 CAPITAL
BUDGET APPROVAL

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

UTILITY BILLING
SOFTWARE
UPGRADE
APPROVAL

Commissioner Gehl, with Commissioner Wille seconding, made the motion to authorize Accounting Supervisor Stenzel to enter into an agreement with Civic Systems, LLC for an upgrade to the Caselle Connect utility billing software in the amount of \$42,740.00. Roll call vote, all voted aye.

ALDERMANIC
REPORT

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

ADMINISTRATIVE
OPERATIONS
REPORT

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

ENGINEERING
OPERATIONS
REPORT

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

DISTRIBUTION
OPERATIONS
REPORT

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

PLANT
OPERATIONS
REPORT

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

MANAGER'S
REPORT

No report was presented this month.

ADJOURN

Commissioner Siefert, with Commissioner Gehl seconding, adjourned the meeting at 12:30 pm. Roll call vote, all voted aye.



Dale J. Richards, President



Gerald H. Wille, Secretary

12-10-19