

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, DECEMBER 13, 2016**

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 Pritzlaff, Plant Manager Francis, Distribution Manager Schwartz, and Accounting Supervisor Stenzel.

PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on November 8, 2016, were approved as recorded with a motion by Commissioner Wille and seconded by Commissioner Siepert. Roll call vote, all voted aye.

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

- A. CT Tank Compliance Project
- B. Waukesha Water Sales Agreement

Roll call vote, all voted aye.

Commissioner Wille, with Commissioner Siira seconding, made the motion to reconvene into open session at 10:05 a.m. Roll call vote, all voted aye.

No action was taken on these agenda items.

PROJECT APPROVALS 2016 Sanitary Sewer Rehabilitation Project: Commissioner Richards, with Commissioner Gehl seconding, made the motion to approve the 2016 Sanitary Sewer Rehabilitation Project and award a construction contract to the lowest responsive, responsible bidder, Advance Construction Inc., based on the bid amount of \$490,251.00. Roll call vote, all voted aye.

CHEMICAL BIDS Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the recommended bids for the Utility's 2017 chemical needs as prepared by staff. Roll call vote, all voted aye.

AMENDMENT #3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CH2M	Commissioner Richards, with Commissioner Siepert seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with CH2M in order to provide design permitting service for the CT Tank Compliance Project in the not to exceed amount of \$250,000.00. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	No action was taken on this agenda item.
VOUCHER APPROVAL	Vouchers incurred during November totaled \$791,169.28. Commissioner Richards, with Commissioner Gehl 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 2016. A copy of the report is on file.
INTERFUND LOAN INTEREST RATE	No action was taken on this agenda item.
2017 CAPITAL BUDGET APPROVAL	Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the 2017 Capital Budget as prepared and presented by Accounting Supervisor Stenzel with a \$50,000.00 increase in security upgrades and the deletion of the Knights Way Water Main Relay. Roll call vote, all voted aye.
ALDERMANIC REPORT	Commissioner Gehl updated the Commission and staff on operations occurring in the City during November 2016.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during November 2016. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Pritzlaff reported engineering operations during November 2016. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during November 2016. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during November 2016. A copy of the report is on file.

MANAGER'S  
REPORT

General Manager Sullivan had no additional information to report.

ADJOURN

Commissioner Gehl, with Commissioner Siefert seconding, adjourned the meeting at 11:59 am. Roll call vote, all voted aye.



Edward G. Siira, Chairman 1-12-17



Gerald H. Wille, Secretary

12-13-16