

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, MARCH 10, 2020**

ROLL CALL Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Gehl, and Cigale. Commissioner Richards arrived at 9:25 a.m. Members of the Utility staff in attendance were: General Manager Sullivan, Utility Engineer Johnston, Distribution Manager Schwartz, Distribution Manager Allard, Plant Manager Robe, and Accounting Supervisor Stenzel.

PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on February 11, 2020, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Gehl. Roll call vote, all voted aye.

CLOSED SESSION The meeting went into closed session at 9:51a.m. with a motion by Commissioner Wille, and seconded by Commissioner Siepert, in accordance with Section 19.85 (1) (c) of the Wisconsin State Statutes for the following purpose:

A. 2020 Wage Adjustment

Roll call vote, all voted aye.

Commissioner Siepert, with Commissioner Wille seconding, made the motion to reconvene into open session at 10:45 a.m. Roll call vote, all voted aye.

A. 2020 Wage Adjustment

Commissioner Siepert, with Commissioner Cigale seconding, made the motion to approve the following changes to Utility staff:

The General Manager and Plant Manager will receive a 3% increase, to the nearest penny, to their base wage effective February 9, 2020.

The Utility Engineer and Accounting Supervisor will receive a 2.25% increase, to the nearest penny, to their base wage effective February 9, 2020.

Roll call: Siepert, aye; Wille, aye; Richards, aye; Cigale, aye; and Gehl, aye.

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PROJECT APPROVALS Commissioner Siepert, with Commissioner Cigale seconding, made the motion to approve the Creekside Crossing Marketplace Development for the extension of public water main and sanitary sewer at 7700 S. IKEA Way.

AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH RASMITH FOR JEWELL SANITARY Commissioner Wille, with Commissioner Gehl seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with raSmith for the Jewell Sanitary Sewer Project (Project 17106) in the amount of \$26,750. Roll call vote, all voted aye.

HOUSE DEMOLITION ASBESTOS ABATEMENT Commissioner Siepert, with Commissioner Cigale seconding, made the motion to authorize the Utility Engineer to enter into a professional services agreement with DJK Environmental, LLC for the house demolition asbestos abatement in the amount of \$8,300. Roll call vote, all voted aye.

HOUSE DEMOLITION CONTRACT Commissioner Siepert, with Commissioner Cigale seconding, made the motion to authorize the Utility Engineer to enter into a professional services agreement with Superwestern for the house demolition at 3953 E. American Avenue in the amount of \$13,500. Roll call vote, all voted aye.

RISK AND RESILIENCY ASSESSMENT CONTRACT Commissioner Siepert, with Commissioner Cigale seconding, made the motion to authorize the Utility Engineer to enter into a professional services agreement with Strand for the Risk and Resiliency Assessment and Emergency Response Plan in the amount of \$50,000. Roll call vote, all voted aye.

PROJECT PAYMENT APPROVAL No action was taken on this agenda item.

VOUCHER APPROVAL Vouchers incurred during February, 2020, totaled \$376,998.30. Commissioner Cigale, 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 February, 2020. A copy of the report is on file.

ALDERMANIC REPORT Commissioner Gehl updated the Commission and staff on operations occurring in the City during February, 2020.

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ADMINISTRATIVE
OPERATIONS
REPORT

Accounting Supervisor Stenzel reported administrative operations during February, 2020. A copy of the report is on file.

ENGINEERING
OPERATIONS
REPORT

Utility Engineer Johnston reported engineering operations during February, 2020. A copy of the report is on file.

DISTRIBUTION
OPERATIONS
REPORT

Distribution Manager Allard reported distribution operations during February, 2020. A copy of the report is on file.

PLANT
OPERATIONS
REPORT

Plant Manager Robe reported plant operations during February, 2020. A copy of the report is on file.

MANAGER'S
REPORT

General Manager Sullivan advised next month's Commission Meeting will be held at the Treatment Plant at 9:00 a.m.

General Manager Sullivan will be leading a Partnership for Safe Water Distribution System Optimization Report Review for Minneapolis/St. Paul.


General Manager Sullivan was invited to co-author the CDC's Low-Pressure Event Study summarization report.

General Manager Sullivan also advised that the Utility has hired a new Distribution Service Worker who will be starting Monday, March 23, 2020.

General Manager Sullivan discussed with the Commission the emergency plan for COVID-19. Surrounding communities are working together to form mutual aid if the need arises. Managers were also encouraged to speak with their employees about the importance of not coming to work while ill.

ADJOURN

Commissioner Siefert, with Commissioner Gehl seconding, adjourned the meeting at 10:54 am. Roll call vote, all voted aye.


Dale J. Richards, President


Gerald H. Wille, Secretary

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