

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, NOVEMBER 11, 2014**

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 October 14, 2014, were approved as recorded with a motion by Commissioner Siira and seconded by Commissioner Gehl. Roll call vote: Richards, aye; Gehl, aye; Siira, aye; Siepert, abstained; and; Wille, aye.
CHANGE ORDER #1 TO THE EAST COUNTY LINE ROAD WATER MAIN EXTENSION PROJECT	Commissioner Richards, with Commissioner Siira seconding, made the motion to approve Change Order No. 1 for the 10 <sup>th</sup> Avenue and County Line Road Water Main Extension (Project 14101) to Advance Construction, Inc. in the amount of \$18,169.88. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the final project payment for the 10 <sup>th</sup> Avenue and County Line Road Water Main Extension (Project 14101) to Advance Construction, Inc. in the amount of \$41,805.19. Roll call vote, all voted aye.
VOUCHER APPROVAL	Vouchers incurred during October totaled \$570,418.14. Commissioner Siepert, 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 October 2014. A copy of the report is on file.
CAPITALIZATION POLICY	Commissioner Gehl, with Commissioner Richards seconding, made the motion to approval the Capitalization Policy as prepared and presented by Accounting Supervisor Stenzel. Roll call vote, all voted aye.
2015 OPERATIONS BUDGET APPROVAL	Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve the 2015 Operations Budget as prepared and presented by Accounting Supervisor Stenzel. Roll call vote, all voted aye.

PLANT  
OPERATIONS  
REPORT

Plant Manager Francis reported plant operations during October 2014. A copy of the report is on file.

DISTRIBUTION  
OPERATIONS  
REPORT

Distribution Manager Schwartz reported distribution operations during October 2014. A copy of the report is on file.

ADMINISTRATIVE  
OPERATIONS  
REPORT

Accounting Supervisor Stenzel reported administrative operations during October 2014. A copy of the report is on file.

ENGINEERING  
OPERATIONS  
REPORT

Utility Engineer Pritzlaff reported engineering operations during October 2014. A copy of the report is on file.

MANAGER'S  
REPORT

General Manager Sullivan recognized Veteran's Day and all those who served.

The December 9, 2014, Commission meeting start time will be 10:00 am.

General Manager Sullivan informed the Commission that the Utility has received its 21<sup>st</sup> consecutive Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment for twenty-one consecutive years represents a significant accomplishment by the Utility and its management team. The Utility Commission and management extended their congratulations to Accounting Supervisor Stenzel for her role as the primary preparer and recipient of another award.

The Utility is currently researching credit card vendors.

General Manager Sullivan will be in New Orleans on Thursday, November 20, 2014, for training. The training will enable him to lead national review teams for utility self-assessment report reviews on behalf of the Partnership for Safe Water Program for both the treatment plant and distribution system performance evaluations. Travel and lodging costs will be reimbursed by the Partnership.

PROJECT  
APPROVALS

No action was taken on this agenda item.

MISCELLANEOUS  
MATTERS

Request to Purchase 8" Meter for Air Products:  
Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve the purchase of an 8" meter from Badger

Meter in the amount of \$10,115.00 for installation at Air Products. Roll call vote, all voted aye.

Appeal of Water and Sewer Bill - 1177 West Northbranch Drive:  
Commissioner Richards, with Commissioner Siepert seconding, made the motion to deny the appeal for the property at 1177 West Northbranch Drive. Roll call vote, all voted aye.

EXECUTIVE  
SESSION

The meeting went into executive session at 11:31 a.m. with a motion by Commissioner Siepert, and a second by Commissioner Siira, in accordance with Section 19.85 (1) (b) of the Wisc. State Statutes for the following purpose:

- a. Discuss Employee Discipline Procedure

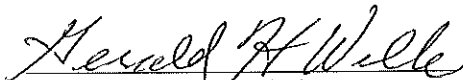
Roll call vote, all voted aye.

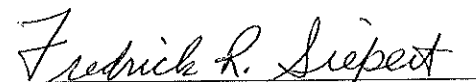
Commissioner Siepert, with Commissioner Gehl seconding, made the motion to reconvene into open session at 11:45 a.m. Roll call vote, all voted aye.

No action was taken on this agenda item.

ADJOURN

Commissioner Siira, with Commissioner Richards seconding, made the motion to adjourn the meeting at 11:46 a.m. Roll call vote, all voted aye.

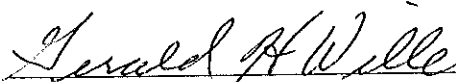
  
Gerald H. Wille, Chairman

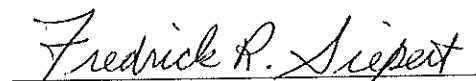
  
Fredrick R. Siepert, Secretary

11-11-14

**MINUTES OF A SPECIAL MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, NOVEMBER 18, 2014**

ROLL CALL	Present at the 10:00 a.m. beginning were: Commissioners Siepert, Gehl, Richards and Siira. Commissioner Wille was excused. Members of the Utility staff in attendance were: General Manager Sullivan and Utility Engineer Pritzlaff.
AWARD GEOTECHNICAL SERVICES CONTRACT FOR THE CT TANK COMPLIANCE PROJECT	Commissioner Siira, with Commissioner Richards seconding, made the motion to authorize the Utility Engineer to enter into an agreement with Terracon Consultants, Inc. for professional geotechnical services for the CT Tank Compliance Project in the not to exceed amount of \$27,950.00 and to amend the 2014 capital budget by the same amount. Roll call vote, all voted aye.
ADJOURN	Commissioner Siira, with Commissioner Gehl seconding, made a motion to adjourn the meeting at 10:07 a.m. Roll call vote, all voted aye.

  
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Gerald H. Wille, Chairman

  
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Fredrick R. Siepert, Secretary