

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, NOVEMBER 10, 2015**

ROLL CALL	<p>Present at the 9:00 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, Utility Engineer Pritzlaff, Plant Manager Francis, Distribution Manager Schwartz, and Accounting Supervisor Stenzel.</p> <p>Commissioner Siira temporarily appointed Commissioner Siepert as Secretary for this Commission meeting.</p>
PREVIOUS MINUTES APPROVED	<p>Minutes of the last regular meeting, held on October 13, 2015, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Richards. Roll call vote, all voted aye.</p>
PROJECT PAYMENT APPROVALS	<p>No action was taken on this agenda item.</p>
VOUCHER APPROVAL	<p>Vouchers incurred during October totaled \$393,059.85. Commissioner Richards, with Commissioner Gehl seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.</p>
UTILITY INVESTMENTS	<p>Accounting Supervisor Stenzel reported utility investments as of October 2015. A copy of the report is on file.</p>
2016 OPERATIONS BUDGET APPROVAL	<p>Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the 2016 Operations Budget as prepared and presented by Accounting Supervisor Stenzel. Roll call vote, all voted aye.</p>
ALDERMANIC REPORT	<p>Commissioner Gehl updated the Commission and staff on operations occurring in the City during October 2015.</p>
PLANT OPERATIONS REPORT	<p>Plant Manager Francis reported plant operations during October 2015. A copy of the report is on file.</p>
DISTRIBUTION OPERATIONS REPORT	<p>Distribution Manager Schwartz reported distribution operations during October 2015. A copy of the report is on file.</p>

ADMINISTRATIVE
OPERATIONS
REPORT

Accounting Supervisor Stenzel reported administrative operations during October 2015. A copy of the report is on file.

ENGINEERING
OPERATIONS
REPORT

Utility Engineer Pritzlaff reported engineering operations during October 2015. A copy of the report is on file.

MANAGER'S
REPORT

General Manager Sullivan informed the Commission of a power outage and electrical surge that took place over the first weekend in November, damaging two laser printers, a gate card reader and a surge protector. The estimated cost to replace these damaged items is \$10,000 to \$15,000.

The December 8, 2015, Commission meeting start time will be 10:00 am.

PROJECT
APPROVALS

5th Avenue Water Main Extension Project (Design Only):
Commissioner Richards, with Commissioner Gehl seconding, made the motion to authorize the Utility Engineer to enter into an agreement with Strand Associates, Inc. for providing professional services in the design of the 5th Avenue Water Main Extension project in the not to exceed amount of \$17,000 and to amend the capital budget by the same amount. Roll call vote, all voted aye.

MISCELLANEOUS
MATTERS

403 W. Lagoon Lane, Unit 1809, Billing Adjustment Request:
Commissioner Richards, with Commissioner Siepert seconding, made the motion to deny any billing adjustment for the property at 403 W. Lagoon Lane, Unit 1809. Roll call vote, all voted aye.

Approve Strand Water System Demand Update:
Commissioner Siepert, with Commissioner Richards seconding, made the motion to approve the 2015 Water System Demand Update as prepared and presented by Strand Associates, Inc. Roll call vote, all voted aye.

Amendment Number 2 to the Ramboll Environ Environmental Services Agreement (CT Tank Compliance Project):
Commissioner Richards, with Commissioner Gehl seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with Ramboll Environ to provide for additional environmental analysis of the site, WDNR coordination, and design specifications for the CT Tank Compliance project in the not to exceed amount of \$80,000. Roll call vote, all voted aye.

Professional Services Agreement with Baxter & Woodman (GIS Optimization Project)

Commissioner Richards, with Commissioner Siepert seconding, made the motion to authorize the Utility Engineer to enter into an agreement with Baxter & Woodman for providing professional services in optimizing the GIS system in the not to exceed amount of \$10,000. Roll call vote, all voted aye.

Refund We Energies for Special Assessment Payment

Commissioner Siepert, with Commissioner Gehl seconding, made the motion to recommend to Common Council the approval of a refund to We Energies for special assessments in the amount of \$78,609.80. Roll call vote, all voted aye.

EXECUTIVE
SESSION

The meeting went into executive session at 11:24 am with a motion by Commissioner Siepert, and a second by Commissioner Gehl, in accordance with Section 19.85 (1) (g) of the Wisconsin State Statutes for the following purpose:

- a. Confer with legal counsel concerning strategy to be adopted by the Commission with respect to the CT Tank Compliance project.

Roll call vote, all voted aye.

Commissioner Siepert, with Commissioner Gehl seconding, made the motion to reconvene into open session at 11:57 am. Roll call vote, all voted aye.

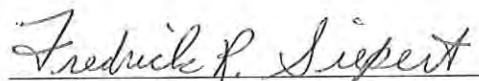
No action was taken on this agenda item.

ADJOURN

Commissioner Richards, with Commissioner Siepert seconding, adjourned the meeting at 12:13 pm. Roll call vote, all voted aye.



Edward G. Siira, Chairman



Fredrick R. Siepert, Acting Secretary