

**Waunakee Utilities Commission Meeting**  
**April 26, 2021**

**Members Present:** Paul Endres Steve Kraus Roxanne Johnson  
 John Roessler Gary Herzberg Shirley Nelson

**Others Present:** Tim Herlitzka Dave Dresen Randy Dorn

**Excused:** Chris Zellner

John Roessler called the regular meeting of the Waunakee Utilities Commission to order. The meeting was held virtually due to COVID-19. All votes were taken via a roll-call.

**Minutes**

A motion was made by Paul Endres and seconded by Shirley Nelson to approve the minutes of the March 22, 2021 Utilities Commission meeting. Motion carried.

**Bills**

The list of bills was reviewed. A motion was made by John Roessler and seconded by Shirley Nelson to approve payment of the following bills:

<b>Total</b>	<b>Vendor</b>	<b>Description</b>
\$ 177.31	Ace Hardware	Miscellaneous parts/supplies
224.65	Acker Farber, Peggy	Refunds
1,242.42	Adams Publishing Group	Digital marketing campaign & energy assistance ads
254.70	AFLAC *	Monthly premiums
102.00	BoardmanClark	Legal: Personnal issue
5,704.00	Border States	Inventory
58.09	BP *	Gasoline for trucks
80.98	Brown, Stephen Apartments	Refunds
462.25	Capital Newspapers *	Subscription to paper
606.15	Cintas Corporation	Uniforms
4,363.22	CliftonLarsonAllen	2020 audit
5,190.04	Core & Main	Water meters and meter maintenance
502.00	Coverall North American, Inc.	Cleaning service
2,520.12	Crescent Electric	Street light maintenance and inventory
427.50	CTW Corporation	Well maintenance
1,873.48	Delta Dental	Monthly dental insurance premiums
117.67	Dish*	Monthly service
1,550.00	Dixon Engineering, Inc.	Review of T-Mobile design changes
216.24	D'Orazio Cleaning Supply, LLC	Shop/office supplies
42,062.57	EFTPS *	941 taxes
12,630.00	Empower Retirement *	Deferred Compensation & Roth
1,830.53	Exxon Mobil *	Gasoline for trucks
129.81	George, Jane & Randy	Refund
11,824.50	GLS Utility, LLC	Locating services
121.91	Grobelny, David & Jennifer	Refund
270.48	Hartman, Steve	Mileage reimbursement
5,312.00	Honeywell	Electric AMI meters
160.00	Howe, Bonnie	Refund

3,021.79	Infosend, Inc.	Billing costs
1,005.13	Itron, Inc.	Meter reading equipment maintenance
250.00	Lenzendorf, Jared	Scholarship
6,493.75	MEUW	Regional safety program for 2nd quarter
1,034.91	MG & E	Boosters, wells, service building & lift stations
5,182.30	Millennium	Inventory & minor materials
1,106.00	Millett, Robert & Joyce	Refund
680.00	Minuteman Press	Bill inserts
298.24	Minuteman Press	Door hangers
840.00	Monona Plumbing & Fire Protection	5-year internal inspection of system
624.03	North American Mechanical, Inc.	Building maintenance
362.60	Northeast WI Technical College	Apprenticeship costs
192.40	Northern Lake Service, Inc.	Water samples
1,650.00	North Shore Bank *	Deferred Compensation
90.68	Office Depot, Inc.	Office/shop supplies
21.59	Pautsch, Alyssa	Refund
125,207.75	Payroll*	3/26, 4/9 & 4/23
1,647.73	PC Connection Sales Corp.	Cloud backups
37.77	Pellitteri Waste Systems	Data shred
31.65	Pepsi	Equipment rental
17.98	Piggly Wiggly	Soda for machine
784.00	Power System Engineering, Inc.	Electric mapping expense
20,022.01	Quartz Health Benefit Plans Corp.	Monthly health insurance premiums
8,105.15	Resco	Tools/equipment & inventory
2,500.00	Reserve Account *	Postage for machine
629.71	Rhyme Business Products *	Monthly lease payment & usage charges
4,140.50	Ruekert & Mielke, Inc.	Water & sewer mapping expense
18.52	Ruiz, Oscar Angeles	Refund
723.86	Securian Financial Group *	Life insurance premiums
4,325.91	SEERA c/o Wipfli, LLP	March
42.00	Stafford Rosenbaum	Legal: Assistance with Erdman project
2,860.74	SBank of CP/Credit card payment *	Tools/equipment, zoom for commission meeting, appointmentplus, certified mail postage, school expenses, safety school expenses, retirement gift, office/shop supplies, clothing, computer software and class registrations
5,474.26	Strand Associates, Inc.	Lexington Booster project & Frank H Tower painting
859.00	Suttle Straus	Envelopes
216.03	T A S Communications	Answering service
978.36	TDS Telecom *	Monthly phone & modem service
173.60	Trace, Sam	Mileage reimbursement
268.91	The UPS Store	Shipping charges for bill stuffers & Octopi
677.21	USABlueBook	Water meter maintenance
371.25	U.S. Cellular *	Monthly cell phone service
153,255.92	Village of Waunakee	Flexplan, refuse/Mar., electric & water taxes and re-bills for: Mechanic & human resource services
22,106.37	WI Dept. of Revenue *	State & sales taxes paid
310.00	WI Institute of CPA's	Membership renewal
641,441.86	WPPI Energy	March power bill
6,426.65	WPPI Energy	Meter data collection & mgmt., utility billing & CIS, shared meter technician, low-income admin. service

		fee, hosted e-mail & financial and accounting software, cyber security, member network assessment & monitoring, member network support, member/WPPI WAN, Verizon charges and retail billing services
15,941.21	WI Retirement System *	Retirement - March
200.00	WI Rural Water Association *	Registrations for wastewater seminar
130.00	WI Rural Water Association	Expo registrations
26.00	WI State Lab of Hygiene	Water samples
51.72	Zimmerman, Laura	Refund

*Bills Received Subsequent to Packet Delivery*

\$ 2,970.00	Ageless Concrete, LLC	Water lateral leak
213.21	Allen, L.W.	Lift station maintenance
11,497.05	Border States	Inventory
8,164.50	Crescent Electric	Inventory
117.67	Dish Network	Monthly service
5,950.00	EDM International, Inc.	Electric tools
84.15	Insight FS	Fuel for forklift
8,100.00	J & R Underground	Boring work at Rupert Road and Arboretum Drive
521,847.20	Madison Metro Sewerage Dist.	1st Qtr. Serv. - Village \$418,026.71, SPL \$103,820.49
295.00	MEUW	Training registration
200.00	New Glarus Utilities	UG maintenance
125.00	Niesen & Son Landscaping, Inc.	Landscaping
220.00	Northern Lake Service, Inc.	Water samples
2,259.32	Resco	Tools, equipment, inventory
544.09	Rhyme Business Products	Monthly lease payment & usage charges
3,402.06	Strand Associates, Inc.	Octopi matter, flow monitoring in business park
136.02	USA BlueBook	Supplies
31.54	Weaver Auto Parts	Shop supplies
295.00	Wil-Kil Pest Control	Pest control
125.00	WI Dept. of Natural Resources	2021 water use fees
10,304.21	WI Dept. of Revenue	Gross revenue license fee
1,459.41	Yahara Materials, Inc.	UG maintenance, substation maintenance
<b><u>\$1,721,212.10</u></b>		

Motion carried.

**Public Comment**

There was no public comment.

**Request to Supply Water for up to 120 Days to the Town of Westport**

The commission was presented information about a request to supply water to the Town of Westport on a temporary basis during a period when their water tower will be out of service being painted.

**Deferred Payment Agreement Policy**

The commission was presented a proposed policy regarding Deferred Payment Agreements (DPA's). The proposed policy simply formalizes the current practices followed by staff about DPA's since no written policy currently exists.

After a discussion, a motion was made by Steve Kraus and seconded by Gary Herzberg to approve the proposed policy. Motion carried.

### **Hiring Electric Superintendent, Salary Adjustments for the lead Line Workers, and Recruiting for the Position of Apprentice Line Worker**

The commission was informed of the recruitment process for the electric superintendent position and several proposed changes to the department.

After a discussion, a motion was made by Shirley Nelson and seconded by John Roessler to accept the following recommendations:

- Promoting John McLain to be the Electric Superintendent effective May 17<sup>th</sup> at the recommended salary
- Not back-filling the Assistant Electric Superintendent position at this time
- Providing John with an additional week of vacation after one year of successful employment in the position
- Modifying the responsibilities of the lead line workers and changing their salaries as recommended
- Hiring an apprentice line worker
  - If a qualified experienced line worker is found this will be brought back to the commission for consideration at a future meeting
- Making John the WPPI Alternate Director
- Reviewing whether or not to hire a full-time village-wide mapping person later in 2021 or 2022

Motion carried.

### **Updates on Wastewater Sampling at Octopi Brewing**

The commission was provided an update on the increased amount of sampling being done.

### **Advanced Metering Infrastructure Project**

The commission was provided a project update. 6,676 electric meters and 4,092 water units are now in service. Eight electric meters remain to be converted.

### **Village-Wide Construction Projects**

A brief update was provided on various projects in the service territory.

### **Operations Report**

The commission was provided a brief update on various operational matters including the Lexington Booster Station project, electric service installations, and the Woodland Drive vehicle accident.

### **General Manager's Report**

The general manager provided an update on the Frank H Water Tower painting project scheduled to begin in July, the replacement of the building air conditioning unit, the re-opening of the lobby to the public, and planning for a return to in-person commission meetings.

### **Financial Statements**

The financial statements were reviewed.

**Recognition of the Years of Service for Dave Dresen**

A proclamation honoring Dave Dresen was presented. A retirement gathering will be held at the utility on May 13<sup>th</sup>.

A motion was made by Shirley Nelson and seconded by Gary Herzberg to adjourn the meeting. Motion carried.

Respectfully submitted: \_\_\_\_\_  
Commission Secretary



## PROCLAMATION HONORING DAVE DRESEN

WHEREAS, the Waunakee Utilities values its employees and entrusts them with providing service to its residents; and

WHEREAS, **Dave Dresen** has been an employee of the Waunakee Utilities for over 35 years, serving as Electric Superintendent since 2005 and prior to that serving varying roles at the utility and Village of Waunakee Public Works Department; and

WHEREAS, the customers of the Waunakee Utilities have long enjoyed the benefits of an outstanding Electric Utility; and

WHEREAS, **Dave Dresen** for the past 35 years worked alongside staff at all levels and departments to ensure success for the entire Village of Waunakee and other Village Departments; and

WHEREAS, **Dave Dresen** has been instrumental in the overall growth of the utility and community; and

WHEREAS, **Dave Dresen** has been dedicated to making the Village of Waunakee a better community by his service to the utility and the 34 years of volunteerism to the Waunakee Fire Department; and

WHEREAS, the Waunakee Utilities, Village Board, and the residents of the Village of Waunakee, benefited greatly from **Dave Dresen's** devotion, dedication, and hard work.

NOW, THEREFORE, BE IT RESOLVED, that the Waunakee Utilities Commission extends its sincere and heartfelt appreciation to **Dave Dresen** for his tireless devotion to the Waunakee Utilities, staff, and Waunakee residents.

LET THIS PROCLAMATION be entered into and made part of the permanent records of the Waunakee Utilities.

PRESENTED this 26th day of APRIL, 2021.

\_\_\_\_\_  
John Roessler, Utility Commission President

\_\_\_\_\_  
Tim Herlitzka, General Manager