

Waunakee Utilities Commission Meeting December 18, 2018

Members Present: Sam Ballweg Paul Endres Steve Kraus
Shirley Nelson Chris Zellner John Roessler

Absent: Roxanne Johnson

Others Present: Tim Herlitzka Randy Dorn Kent Straus
Mike Forslund

John Roessler called the regular meeting of the Waunakee Utilities Commission to order at the Waunakee Utilities facility at 322 Moravian Valley Road.

Minutes

Moved by Chris Zellner, seconded by Steve Kraus, to approve the minutes of the November 26, 2018 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. Moved by John Roessler, seconded by Shirley Nelson, to approve payment of the following bills:

Total	Vendor	Description
\$ 141.04	Ace Hardware	Miscellaneous parts/supplies
109.00	Allen, L.W.	Fluoride room switch
50.00	American Parkinson Disease Assoc.*	Donation/Marlene Hellenbrand funeral
26.47	Anderson, Pamela	Refund
700.00	Baker Tilly Virchow Krause	Calculate MMSD & inflationary rate adjustment
89.35	BP *	Gasoline for trucks
163.86	Busch, Dennis	Refund
165.12	Cintas Corporation	Uniforms
699.53	Conney Safety	PPE & shirts for water department
26,790.00	Core & Main	Water meters
502.00	Coverall North American, Inc.	Cleaning service
49.23	Crary Construction	Refund
5,927.63	Crescent Electric	Inventory & street light maintenance
692.50	DesRochers, Dave	Expense reimbursement
146.75	Diggers Hotline, Inc.	Locating services
12,558.38	EFTPS *	941 taxes
3,265.14	Empower Retirement *	Deferred Compensation & Roth
176.84	Encore Construction	Refund
1,978.89	Exxon Mobil *	Gasoline for trucks
284.80	Hellenbrand, Inc.	Filter for ice machine
267.50	HG Signs	Vehicle lettering
69.54	Hoffman, Virginia	Refund
8,792.00	Honeywell/Elster Solutions	AMI conversion
2,612.72	Infosend	Billing costs
76.50	Insight FS	Fuel for forklift
1,470.00	J & R Underground	Boring work done on Uniek Drive
1,275.00	K & M Concrete, Inc.	Maintenance of water laterals
5.83	Kruyne, John	Refund
1,348.62	Larry's Tire, Inc.	New truck tires
3,551.80	Martelle Water Treatment	Chemicals for wells
67.92	Martinson, Allen & Jodi	Refund
250.00	McFarlane, James	Scholarship
1,400.00	MEUW	Training and event registrations
421.64	Minuteman Press	Bill stuffer and screen print on coats
64.41	NAPA Auto Parts	Truck parts/supplies
346.00	North Shore Bank *	Deferred Compensation
37,500.00	North Shore Bank	1st & 2nd Qtrs. Deposits for HSA
101.69	Office Depot	Office supplies
32,248.41	Payroll*	12/7
142.95	Pitney Bowes, Inc.	Equipment rental
30.00	Register of Deeds*	Easement

1,373.10	Resco	Transformer & URD maintenance
14.00	Rittmeyer, Julie	Mileage reimbursement
3,827.80	SEERA c/o Wipfli, LLP	Focus program fee for November
60.00	Stafford Rosenbaum	Legal: General legal
3,041.38	SBank of CP/Credit Card Pymt*	Tools for water dept., office exp., well maintenance, shop/office supplies, LED Christmas lights for donation campaign and safety glasses
86.51	T.A.S. Communications *	Answering service
910.30	TDS Telecom *	Monthly phone & modem service
42.63	The UPS Store	Shipping charges for bill stuffers
400.99	U.S. Cellular *	Monthly cell phone service
3,960.50	USIC Locating Services	Locating services
61.10	Van Epps, Bonnie	Refund
152,260.76	Village of Waunakee	Flexplan, electric & water taxes , economic development partnership & re-bills for: Mechanic, Dean & Alere and Oct. & Nov. refuse
275.00	Waunakee Rotary Foundation	Rotary lights program support
2,554.64	WI Dept. of Revenue *	State taxes paid
672,907.67	WPPI Energy	November power bill
5,055.48	WPPI Energy	Hosted e-mail & financial and accounting software, member network assessment & monitoring, utility billing & customer information software, member/ WPPI WAN , member network support , cyber security, shared meter technician, meter data collection & mgmt., AMI conversion charges, printer and Verizon charges
45.00	WI Rural Water Association	Membership renewal
25.00	WI State Lab of Hygiene	Water samples
271.20	Yarloch, Rose	Refund
Bills Received Subsequent to Packet Delivery		
19.50	Boardman Clark	General legal
88.45	Capital City Cleaning & Supply	Shop/office supplies
55.04	Cintas Corporation	Uniforms
62.20	Conney Safety	Safety vests
313.16	Core & Main	Computer expense
258.21	Crescent Electric	Shop lights & street light maintenance
1,658.18	Delta Dental	Monthly dental insurance premiums
75.00	Herlitzka, Tim	Mileage reimbursement
4,200.00	Honeywell	Water/sewer AMI project
17.99	Noltner, Kim	Mileage reimbursement
105.80	Perkins Oil	Truck maintenance
16,616.06	Quartz	Monthly health insurance premiums
394.30	Resco	UG maintenance
6,750.00	Ruekert & Mielke, Inc.	2019 GIS annual services
581.94	Securian Financial Group, Inc.	Monthly life insurance premiums
5,267.16	Spahn, Inc.	Maintenance of mains
467.36	USA BlueBook	Safety equipment & locating paint
104,697.98	Village of Waunakee	Engineering allocations for 2018 projects
13,535.28	WI Dept. of Revenue *	Sales tax paid
13,475.68	WI Retirement System *	Retirement - November
\$1,162,371.41		

Motion carried.

Public Comment

There was no public comment.

Presentation of the Sanitary Sewer Comprehensive Plan and Water System Study Update

Kent Straus and Mike Forslund of Strand presented the update to the long-term plans.

The sewer utility has several areas where capacity issues will need to be addressed in order to allow for growth while the water utility will need additional storage, likely by 2025.

2019 Utility Commission Meeting Schedule

The 2019 schedule was presented.

Advanced Metering Infrastructure Project

Utility staff provided an update on the project.

Village-Wide Construction Projects

The Boston Pizza and Nord Gear projects were discussed.

Operations Report

An update was provided on the status of the water and sewer mapping system, and the electric work for the Lamphouse and 100 East Main Street projects.

General Manager’s Report

There was no report this month.

Financial Statements

The November financial statements were presented. Consolidated operating income is \$295,000 over budget for the year but the sewer results are \$6,000 under budget due to increased MMSD expenses.

Employee Wage Adjustments and Manager Performance Evaluation

The commission reviewed a variety of salary data including benchmark information from other utilities. In addition, the status of manager goals for 2018 and proposed 2019 goals were discussed.

After a discussion, a motion was made by John Roessler and seconded by Shirley Nelson to approve wage adjustments and bonuses as discussed. Motion carried.

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

Respectfully submitted: _____
Commission Secretary