

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 27, 2016

Draft

Commission Vice-President Zelinski called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, and Don Merkes, present on roll call. Also present were Melanie Krause, General Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; John Teale, Technical Services Engineer; Dawn Lucier, Administrative and Accounting Assistant; Scott Maurer, Water Distribution Foreman; and Don Voogt of McMahan.

Those excused were Commission President Allwardt; Electric Manager, William Menting; and Engineering Manager, Steve Grenell. Those absent were Commissioner Smolinski.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Merkes, seconded by Comm. Kordus, was unanimous on voice vote to approve the following:

- A. Minutes of the Regular Meeting of December 16, 2015
- B. Closed Session Minutes of September 23 and October 28, 2015
- C. Approve and warrant payments summarized by checks dated December 15-31, 2015 & January 1-16, 2016, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$1,036,621.11, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- D. Correspondence as listed:
 - Copy of December 2015 MU Employee Newsletter
 - Copy of letter dated December 28 from Double Portion Soup Kitchen and Pantry RE: Thank you
 - Copy of letter dated December 28 from Cornerstone Church Food Pantry RE: Thank you
 - Copy of letter dated January 4 from St. Joseph Food Program RE: Thank you

Item IV. Claims Against The Utility – There were no claims discussed at this meeting.

Customer Services Manager, Paula Maurer, arrived at 8:05 am.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business – There was no unfinished business.

Item VII. New Business, 2016 Water Main Replacement Project Bid Opening – The bid opening held on January 21, 2016 was separated into two contracts. Contract A was for the main replacements on Grandview Avenue, Ninth, Racine, Sixth, Milwaukee, Fourth, Broad, Barlow streets and Island Water Tower – Ahnaip Street. Nine bids were received with Don Hietpas & Sons, Inc., being the low bidder at \$921,465.

Contract B was for directional boring on Third Street and Brighton Drive. Five bids were received with Advance Construction, Inc., being the low bidder at \$99,185.

The project has come in \$192,293.50 over the approved budget amount due mainly to adding 3 streets to the project after budget approval; Fourth Street, Milwaukee Street and Grandview. Grandview was added to coincide with work scheduled to be done in 2016 by the City.

A spreadsheet was provided with the breakdown of the projected total project costs along with budget adjustments that can be made to cover all but \$34,477.50 of the difference. Staff will monitor costs and will decrease the scope of the project if an overage still exists after budget adjustments are made and actual costs come in.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to amend the 2016 Water Main Replacement budget by reallocating \$30,000 out of the 2016 Road Repair Charges from City; \$24,660 out of the 2015 Main Capital budget not spent; \$25,239 out of the 2015 Hydrant/Valve/Service Capital budget; \$42,917 out of the carry over 2015 Road Repair Charges not spent; and \$35,000 from the 2016 Valve/Hydrant budget to 2016 Water Main Replacement budget.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to award Contract A of the 2016 Water Main Replacement Project to Don Hietpas & Sons, Inc., in the amount of \$921,465. The Commission also recommended the Board of Public Works approve and award this bid to Don Hietpas & Sons, Inc., and forward it to the Common Council for approval.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to award Contract B of the 2016 Water Main Replacement Project to Advance Construction, Inc., in the amount of \$99,185. The Commission also recommended the Board of Public Works approve and award this bid to Advance Construction, Inc., and forward it to the Common Council for approval.

Reservoir Membrane Roof System Agreement, McMahon – The agreement from McMahon is for professional services to engineer the roof on the existing reservoir located on Manitowoc Street. Scope of services includes design, bidding, and construction administration services in the amount of \$15,000. Additionally, McMahon offered to draw up a concept design for beautification of the reservoir. Before construction begins the plans will be submitted to the DNR for approval.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to accept the agreement for professional services from McMahon for the Reservoir Membrane Roof System project in the amount of \$15,000.

Washington Street Water Tank Painting Agreement, McMahon – The agreement from McMahon is for professional services for engineering for the painting of the Washington Street elevated water tank exterior. Scope of services includes design, bidding, and basic construction services in the amount of \$10,800. The contract includes inspection reports being sent to the DNR every 5 years.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to accept the agreement for professional services from McMahon for the Washington Street Water Tank Exterior Painting in the amount of \$10,800 and Field Services estimated at \$6,600.

Don Voogt and Scott Maurer departed at 8:40 a.m.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – With the absence of December Financial reports, key financial statistics were added to the December Strategic Report.

Financial and Project Status Reports – There were no Financial and Project Status reports this month. The December and January statements will be included with the February meeting packet after the audit in February.

Project Reports, Water Plant projects – Staff continues to work on the Capitol Needs study and Sludge Disposal study.

Metering Practice & Plan – There are just over 100 electric meters left with the conversion to the AMR system.

Item IX. No one from the Gallery was heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Delinquent Accounts

By: DAN ZELINSKI
Vice-President

ROY KORDUS
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.