

Meeting Minutes

Board of Water and Sewage Commissioners

Thursday, July 17, 2003, 12:00 P.M. PRESENT: Paul Adamski, Dave Eckholm, Ed Bancker and John Wandrey.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik, Tom Degon - Earth Tech, Jim Kleinschmidt and Jerry Groth - Strand Associates, Inc., Pat Planton - SEH, Barb Zinda, Lance Wright, Kurt Schmidt - Local 205, Louie Molepske - City Attorney, and Lisa Jakusz - Personnel Specialist.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the June 10, 2003 meeting.
2. Consideration of billing, accounting, payroll software from Springbrook Software.
3. Consideration of proposals for Water & Wastewater Systems Vulnerability Assessments.
4. Consideration of purchasing property on Patch Street owned by Stora Enso.

II. ACCOUNTING

5. Consideration of claims for the Water and Sewage Treatment Utilities.

III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.

IV. SEWAGE TREATMENT OPERATIONS

8. Report on sewage treatment operations.

V. PERSONNEL

9. Adjourn into closed session approximately 12:20 p.m. pursuant to Wisconsin Statue 19.85 (1)(f) to hear the following grievances (9) Article 12 Call in Pay.
10. Reconvene into open session approximately 15 minutes after adjourning into closed session for possible action on the above grievances.

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the June 10, 2003 meeting.

Paul welcomed John Wandrey to the Water & Sewage Commission.

Motion made by Dave Eckholm, seconded by Ed Bancker to approve the minutes of the June 10, 2003 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of billing, accounting, payroll software from Springbrook Software.

A payback schedule was provided to the Commission. Payback would take approximately 2.6 years.

Kim stated they were very pleased with what they saw when they visited sites that are using the software. There are some questions that came up but nothing that would put up major red flags.

Motion made by Dave Eckholm, seconded by Ed Bancker to approve purchasing the billing, accounting, and payroll software from Springbrook. Total project cost \$137,263.00.

Ayes all. Nays none. Motion carried.

3. Consideration of proposals for Water & Wastewater Systems Vulnerability Assessments.

Representatives from each consulting firm, Earth Tech, SEH and Strand Associates were allowed time to address the Commission regarding their proposals.

Motion made by Dave Eckholm, seconded by Ed Bancker approving the proposal submitted by Strand Associates to do the Water System Vulnerability Assessment contingent upon satisfactory negotiation of price.

Ayes all. Nays none. Motion carried.

4. Consideration of purchasing property on Patch Street owned by Stora Enso.

Motion made by Ed Bancker, seconded by John Wandrey to approve going in with the City to purchase the property on Patch Street owned by Stora Enso using \$550,000.00 out of restricted funds.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

5. Consideration of claims for the Water and Sewage Treatment Utilities.

Paul Adamski presented the statement of claims for the Water Utility for June. The balance on hand after the June 10, 2003 meeting was \$1,090,557.32; the bank deposits since then were \$331,875.74. Checks issued since the June 10, 2003 meeting numbered 37466 through 37514 were in the amount of \$266,231.75. Checks numbered 37515 through 37551 for \$59,971.72 were presented for action on July 17, 2003. The net balance on hand July 17, 2003 was \$1,096,229.59.

Motion made by Ed Bancker, seconded by John Wandrey to approve the water utility claims for the month of June as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for June. The balance on hand after the June 10, 2003 meeting was \$733,259.31; the bank deposits since then were \$200,938.26. Checks issued since the June 10, 2003 meeting numbered 23095

through 23125 were in the amount of \$88,271.50. Checks numbered 23126 through 23142 for \$14,260.44 were presented for action on July 17, 2003. The net balance on hand July 17, 2003 was \$831,665.63.

Motion made by Ed Bancker, seconded by John Wandrey to approve the sewage utility claims for the month of June as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

6. Report on water distribution operations.

The report was distributed.

A total of 4 valves were operated in June 2003.

A total of 0 business properties have been checked for backflow preventors in June 2003 for a total of 1 in 2003.

Greg stated the projects are going along well and the new construction manager is doing a good job.

7. Report on water supply operation.

Our pumpage in June was 251,649,000 gallons, an increase of 24,806,000 gallons of water from June 2002.

Greg stated the annual inspection was completed by Glenn Falkowski from the Department of Natural Resources. Glenn found two screens that need to be replaced.

IV. SEWAGE TREATMENT OPERATIONS

8. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (3.53 ppm), Phosphorus (0.647 ppm) and Suspended Solid (4.16 ppm), limits were met for the month of June 2003.

Kim stated they hired someone to fill the Chief Operator position and he is doing well.

V. PERSONNEL

9. Adjournment into closed session approximately 12:20 p.m. pursuant to Wisconsin Statue 19.85 (1)(f) to hear the following grievances (9) Article 12 Call in Pay.

Motion made by Dave Eckholm, seconded by Ed Bancker to adjourn into closed session at 12:35 p.m.

Roll Call: Ayes: Paul Adamski, Dave Eckholm, Ed Bancker & John Wandrey.
Nays: None

Discussion was held regarding the grievances.

10. Reconvene into open session at 1:04 p.m. for possible action on the above grievances.

Motion made by Dave Eckholm, seconded by Ed Bancker to reconvene into open session at 1:04 p.m.

Roll Call: Ayes: Paul Adamski, Dave Eckholm, Ed Bancker & John Wandrey.
Nays: None

Motion made by Dave Eckholm, seconded by John Wandrey to abide by the terms of the original contract.

Ayes all. Nays none. Motion carried.

Next months meeting will be held on Friday, August 8, 2003 at 12:00 p.m.

V. ADJOURNMENT

Motion made by Ed Bancker, seconded Paul Adamski to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:15 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

PAUL ADAMSKI, PRESIDENT

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Bottom of Form