

Minutes of the Oconto Utility Commission held on October 3rd, 2017

“Unapproved”

- 1.) Call meeting to order by President Schreiber at 5:30 p.m.
- 2.) Roll Call Members present: Al Schreiber, Brian Vandenlangenberg, Earl Uhl, Ron Filz & Steve VanCampenhout. Others Present: Jeremy Wusterbarth.
- 3.) Approval of agenda: **Motion by Filz second by Vandenlangenberg to approve of the agenda as presented.** **5 ayes M/C**
- 4.) Approval of meeting minutes from 9/11/2017: **Motion by Uhl second by VanCampenhout to approve of the meeting minutes from 9/11/2017 as presented.** **5 ayes M/C**
- 5.) Public Input: None.
- 6.) Correspondence:
 - a.) WWTP Upgrades Update: The aeration basin to the north is now filled with water and fully operational. All initial issues have been solved. A motor burned out and was taken back. The motor from the south basin was put in to the north basin in order to get one side completed and functioning properly as soon as possible. The motor that was taken back was refurbished and returned to us and is installed in the second blower as of now. Since we paid for a new motor rather than a refurbished one, they are shipping a new motor and allowing us to keep the refurbished motor free of cost. The new motor will be stored for back up and the refurbished motor will be staying in the second blower.

The second basin is installed. Currently, work is being done to run the stainless pipe to the second blower, then the second basin will be filled with water. Both basins are expected to be running by the end of the week.

The four catwalks that run across the two basins are corroding and need to be removed. The railings will be taken off next week and the catwalks will be removed using a backhoe. They will then be placed on the river bank far enough up the bank as to not touch the water. This way, there will be no issues with the DNR.
 - b.) Well #7 Update: Almost complete. A notice was received of a bad bacteria sample. The water was re-chlorinated and a new sample was sent in. If it comes back with the needed results, Well #7 can be up and running by Wednesday.
- 7.) Discussion/Recommendation/Action on the Following:
 - a) 41 Auto Wash Water Usage: This year we used a company to test large meters (2.5”/3” and larger) to check bypasses and ensure they are secure, locked, and working properly. 41 Auto Wash had one valve throttled down going to the meter and the valve on the bypass was completely open. The valve was immediately opened full, the bypass was turned off, chained, and locked. We looked at the history and did an averages report back to 2009. We found out they switched owners in May 2017 and the water consumption appears to be lower in recent quarters. Now that the bypass is turned off and the main valve is turned on, locked, and fully functional, Jeremy suggests we wait a few quarters before again examining the consumption and billed amounts. We can then have a clear idea of whether or not they will need to be back billed. A meter reading was taken as soon as the bypass was switched over and will be read from month to month to monitor the consumption before action is taken. All large meters and bypasses are being checked and locked to be sure they are operating properly.

- b) Approve Contractor for Roof Repairs at WWTP: The proposals from Milakovich Roof Maintenance Inc., Saffran Construction, LLC, and Anderson Home Improvements were reviewed and discussed. It was decided that a rubber roof that wraps around at the edges would hold up to the chemical and weather elements that the WWTP offers. It will seal out unwanted matter and last for a long time. The reason the rubber failed the first time was because the rubber was not wrap over and around the ends, allowing the rubber to peel up and moisture to get under. A metal roof would not hold up well to corrosion, has the potential of leaving cracks where the roof meets the building, and the roof would need to be raised to support a metal roof, the pitch of the roof is not adequate for metal as is. With both forms of roof, the vents need to be removed and the rotten boards underneath will need to be replaced. **Motion by VanCampenhout second by Vandenlangenberg in favor to recommend to Council to approve \$4,950 proposal from Milakovich for the roof repairs at the WWTP.**
5 ayes M/C
- c) Approve 2018 Budget (handed out at meeting): Jeremy handed out and went through the budget line by line, comparing 2017 and 2018 proposed amounts, and explaining significant differences and changes. **Motion by Uhl second by VanCampenhout to recommend to Council to approve 2018 budget as presented.**
5 ayes M/C
- 8.) Approval of Accounts Payable from August 1st to August 31st, 2017 in the amount of \$231,225.25: **Motion by Filz second by Uhl to approve of the Accounts Payable from August 1st to August 31st, 2017 in the amount of \$231,225.25.**
5 ayes M/C
- 9.) Revenue & Expenditure Guidelines from 2017: **Motion by Vandenlangenberg second by Uhl to approve of the Revenue & Expenditure Guidelines from 2017 as presented.**
5 ayes M/C
- 10.) Commission may vote at approximately 6:00 p.m. to convene into Closed Session pursuant to notice duly given and as allowed by Wis. Stats. 19.85(1) (c) for discussion on personnel matters
a) Utility Employee Compensation: **Motion by Vandenlangenberg second by VanCampenhout to convene into Closed Session at 6:19 p.m.**
5 ayes M/C
- 11.) Commission may vote at approximately 6:10 p.m. to reconvene into Open Session pursuant to notice duly given and as allowed by Wis. Stat. 19.85(2) for the remainder of the agenda. **Motion by Vandenlangenberg second by VanCampenhout to reconvened to Open Session at 6:35 p.m.**
5 ayes M/C
- 12.) Action/Discussion on Matters from Closed Session: **Motion by Schreiber second by Vandenlangenberg to deny request for wage increase for the Lab Director above the 2% that is projected in the 2018 budget.**
5 ayes M/C
- 13.) Next meeting date & time: As needed.
- 14.) Adjournment: **Motion by Uhl second by VanCampenhout to adjourn @ 6:37 p.m.**

Meeting minutes submitted by:
Brittney Bickel
Utility Clerk