

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**

**Monday, April 29, 2024**

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**OPENING OF MEETING**

President Van De Kreeke convened the meeting at 3:30 PM.

Present were President Gerald Van De Kreeke, Secretary Tom Howe, Member Rich Dale, and Utility Superintendent Joe Trueblood.

1. Pledge of Allegiance

All honored the flag of the United States of America.

**MINUTES**

2. Approve minutes from the March 11, 2024 meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes of the March 11, 2024 meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Superintendent reviewed the January, February, and March financial reports prepared by Senior Accountant Gottsacker, including March general vouchers of \$922,308.04 and gross payroll of \$320,060.83. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the reports and vouchers as presented. Motion passed unanimously.

4. Superintendent's report including operations, construction-maintenance, and customer relations/fiscal

Superintendent advised that a new monthly report format will be used for the May meeting. Superintendent noted that the new intake facility is now in service on a continuous basis with ongoing review. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the Superintendent's report as presented.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Review 2023 financial audit reports and approve R.O. transmitting report to Council

Superintendent commended Senior Accountant Gottsacker for another strong effort at preparing for the annual audit, which was conducted by Baker Tilly, with a finding of no material weaknesses. Superintendent noted that, with the monumental RWI project, the Utility finances saw great impact due to the increase in plant value and debt service. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the audit report and an R.O. transmitting the report to the Common Council. Motion passed unanimously.

6. Review 2023 PSC annual report and R.O. transmitting report to Council

Superintendent reviewed the annual PSC report prepared by Senior Accountant Gottsacker. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the report and an R.O. transmitting the report to the Common Council. Motion passed unanimously.

7. Approve R.O. transmitting 2024 1st quarter report to Council

Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, approving an R.O. transmitting the 1st quarter 2024 report to Council. Motion passed unanimously.

8. Approval of financial advisor services for upcoming LSL loans

Superintendent advised that, due to changes with the WDNR lead service line replacement program, the Utility will need to submit projects under the Safe Drinking Water loan program and therefore will need financial advisory services for coordination. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve a service agreement with Wisconsin Public Finance Professionals not to exceed \$2,800 for work on the 2024 LSL loan submittal. Motion passed unanimously.

9. Approval of services to create employee portal on website

Superintendent advised that Utility staff have been discussing improvements to HR servicing for Utility employees and requested a proposal from Dynamic to create an employee portal on the Utility's website. This portal will allow secure login to access HR-related materials and other employee-specific information. Dynamic has created and maintained the existing website. The proposal included 6 project phases at a cost not to exceed \$10,746.00 including a year of site hosting. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the proposal from Dynamic. Motion passed unanimously.

10. Approval of agreement for ongoing IT consulting services

Superintendent reviewed a two-year renewal proposal from Ontech Systems Inc. for managed IT services bundle at a cost of \$1,770 per month. Superintendent noted that Ontech has provided very good service and has been highly responsive to issues. Commissioner Howe made a motion, seconded by Commissioner Dale, to approve the renewal proposal. Motion passed unanimously.

11. Approval of water meter purchase

Superintendent reviewed a request to purchase 300 M25 meters at a total cost of \$18,819.00. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the purchase. Motion passed unanimously.

12. Approval of proposed 2024 water main projects

Superintendent reviewed a list prepared by Distribution Supervisor McMillan of 2024 water main projects including Taylor Drive at Union Avenue (460 lf) at \$250,000; Lincoln Ave, Barrett to N. 1st Street (440 LF) at \$70,000; and Sheboygan River crossing near Garton toy apartments (700 LF) at \$250,000. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the projects. Motion passed unanimously.

13. Approval of proposal to clean Erie Ave reservoirs

Superintendent noted that the Erie Avenue reservoirs have been spray-cleaned by the Utility crew for the past 14 years but mildew and other staining have now appeared that require more intensive removal efforts. Distribution Supervisor McMillan had reviewed the project with Goldsmith Painting and Cleaning, Inc., from Sheboygan Falls, who then submitted a proposal of \$20,320 to wash both tanks

and \$4,630 to remove and replace failed caulk. Superintendent advised that intensive cleaning would probably then allow the Utility crew to do subsequent cleanings in later years. Superintendent noted that the item is not in the 2024 budget but a line item for water main extension in S. 12th Street could offset the capital expenditure. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the proposal subject to not exceeding \$25,000 in cost and that a type I notice would be placed in a local newspaper. Motion passed unanimously.

#### **PERSONNEL**

##### 14. Updates

Superintendent gave updates on newer personnel and on the engineering department.

#### **NEXT MEETING**

##### 15. Next meeting will take place on: May 20, 2024

#### **ADJOURN**

##### 16. Motion to Adjourn

At 4:46 PM, Commissioner Dale made a motion, seconded by Commissioner Howe, to adjourn. Motion passed unanimously.