

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

**Monday, January 20, 2025**

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**OPENING OF MEETING**

President Van De Kreeke convened the meeting at 3:27 PM.

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

Mr. Curt Thomas, Essential Plumbing.

1. Pledge of Allegiance

All present honored the flag of the United States of America.

**MINUTES**

2. Approval of minutes from the December 16, 2024 meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes of the December 16, 2024 meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Superintendent reviewed the summary December financials prepared by Senior Accountant Gottsacker. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the financial reports and general vouchers of \$481,725.13 and gross payroll of \$207,108.87. Motion passed unanimously.

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

Superintendent reviewed the monthly report for December 2024. A total of 4,254,521,000 gallons of water were pumped in 2024. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the report. Motion passed unanimously.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Discussion of qualified plumbers listing for lead service line replacements

The Commissioners invited Mr. Curt Thomas of Essential Plumbing to speak. Mr. Thomas advised that he had hired a new business manager and had engaged a new accounting firm out of Manitowoc, and he felt these actions would address future concerns with lead service line replacement work. After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, that the 2 year suspension from the qualified plumbers list be revisited in January 2026. Motion passed unanimously.

6. Review water meter proposal

Superintendent reviewed a proposal from Badger meter for 864 M25 meters along with 3 (3") meters and 10 field splice kits at a total cost of \$64,714.12. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the purchase. Motion passed unanimously.

7. Approval of R.O. transmitting 2024 4th quarter report

Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve and transmit the 4th quarter 2024 R.O. report to Council. Motion passed unanimously.

#### **PERSONNEL**

8. Review staffing levels and 2024 performance evaluations

Superintendent reviewed the results of the performance evaluations throughout the Utility and the wage increase process based on midwest cpi. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the results including wage increase for the superintendent's position. Motion passed unanimously.

#### **NEXT MEETING**

9. Next meeting will take place on: February 17, 2025

#### **ADJOURN**

10. Motion to Adjourn

At 4:35 PM, Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to adjourn. Motion passed unanimously.