

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

**Monday, September 16, 2024**

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**OPENING OF MEETING**

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

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

1. Pledge of Allegiance

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

**MINUTES**

2. Approve minutes from the August 19, 2024 Board meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes of the August 19, 2024 Board meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the financial reports, and general vouchers of \$430,310.28 and gross payroll of \$309,914.60. Motion passed unanimously.

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

Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the Superintendent's report as presented. Motion passed unanimously.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Approval of replacement construction trailer

Superintendent noted that, due to an accident, the prior large construction trailer was totaled and the Utility received an insurance payment of \$30,859. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the purchase of a replacement trailer, PX216 with hydraulic jacks, from Bruggink's Inc., for a total cost of \$34,800.00. Motion passed unanimously.

6. Approval of City Works software/consulting

Superintendent reviewed a proposal from Trimble for a one year subscription for EAM professional package of \$21,875.00 and from Centricity for implementation of CityWorks of \$75,500. This would move the Utility into a professional asset management system that would tie together GIS, financial, and physical asset data. Superintendent noted this has been an ongoing goal for many years. Commissioner

Howe made a motion, seconded by Commissioner Van De Kreeke, to approve both proposals. Motion passed unanimously.

7. Review communication plan for disconnection program hold

Superintendent reviewed a communication plan for the 2025 trial cessation of the water disconnection program including posting on social media and notes to landlords in past due notices. The Commissioners stated agreement with the plan but wanted to note the cessation was a trial rather than a long-term decision.

8. Review status of workers compensation insurance renewal

Superintendent noted that the City Finance Director informed him of an issue with CVMIC providing worker's compensation insurance directly to the Water Utility. Apparently an audit revealed that CVMIC should only provide WC coverage to the municipality, but the Water Utility could then be treated as a self-insured entity under the municipality. Superintendent had reviewed with the Utility's Senior Accountant and recommended that the Board consider a WC renewal proposal from Hub later in the year.

9. Review proposed preliminary 2025 Water Utility budget

Superintendent reviewed the preliminary 2025 Water Utility budget and credited Senior Accountant Gottsacker for ongoing work on the budget process. The Raw Water Improvements project continues to impact Utility financials as debt service, PILOT, and other new expenses are fully realized. WDNR LSL grants have also been a significant change and are listed as non-op revenues. Superintendent noted that capital projects have been kept to a minimum. A filter reconstruction project was included but might not take place until 2026. After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the budget as presented. Motion passed unanimously.

10. Review office landscaping proposal

Superintendent noted that the Utility's front landscaping had been disrupted by installation of a new electrical transformer related to burial of the overhead electrical lines. No work has been done on front landscaping since construction of the admin office in the 1980's. Many original plantings have died and thick mulch has choked out others. Superintendent reviewed a proposal from Landmark Landscapes for complete renovation of the landscaping including soil restoration, shrub and perennial installation, and mulch installation at a total cost not to exceed \$15,397. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the proposal for installation this year. Motion passed unanimously.

11. Approval for purchase of replacement water meters

Superintendent reviewed a proposal from Badger meter for 252 M25 at 5/8" bore and 252 M25 at 3/4" bore meters and 32 1" M70 w Orion at a total cost of \$45,867.52. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the purchase. Motion passed unanimously.

Motion to convene in closed session under the exemption contained in Wis. Stat. s. 19.85(l)(c) where the body will consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.

Commissioner Howe made a motion, seconded by Commissioner Dale, to convene in closed session. Following closed session discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to reconvene in open session. Motion passed unanimously.

## **NEXT MEETING**

12. Next meeting will take place on: October 21, 2024

## **ADJOURN**

13. Motion to Adjourn

At 4:44 PM, Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to adjourn. Motion passed unanimously.