

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**  
**Monday, July 21, 2025**

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**OPENING OF MEETING**

Commissioner Dale convened the meeting at 3:35 PM. Present were President Gerald Van De Kreeke (delayed and arrived at 3:40 PM), Secretary Tom Howe (by phone), and Member Rich Dale. Superintendent Joe Trueblood

Visitor: Asher Heimermann

1. Pledge of Allegiance

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

**MINUTES**

2. Approve Board minutes

Commissioner Dale noted a correction on item #12 of the minutes. Commissioner Dale then made a motion, seconded by Commissioner Howe, to approve the minutes of the June 16, 2025 meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the financials as presented including general vouchers of \$780,629.86 and gross payroll of \$219,244.63. Motion passed unanimously.

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

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

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Request approval of safety program proposal from Fox Valley Safety

Superintendent stated that the Utility had been seeking alternative safety training/management vendors after losing access to CVMIC earlier this year. Fox Valley Safety had done some safety training and audit sessions which Utility felt were good, and Superintendent recommended approval of a two year service agreement including written policy upgrades, audits/inspections, training sessions, and various other related work not to exceed \$26,652 in year one and not to exceed \$12,204 in year two. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the services agreement from Fox Valley Safety. Motion passed unanimously.

6. Review Operations Department plan

Superintendent reviewed an Operations Department draft review document looking at staffing, scheduling, compensation, amenities, and workforce planning.

7. Request approval of Utility easements with Gorman Company

Superintendent noted that the Utility is still waiting on a response and requested the matter be held until more information is available. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to hold the matter into the future. Motion passed unanimously.

8. Request approval for hydraulic analysis of southside boosted zone

Superintendent reviewed a proposal from AECOM for updating the water system model in the southwest boosted pressure zone to evaluate updated water capacity. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the proposal in two phases: first, not to exceed \$25,000 in 2025 for field work and mapping updates, and second, not to exceed \$33,000 for calibration and analysis in 2026. Motion passed unanimously.

9. Request approval of proposal for website ADA compliance

Superintendent reviewed proposals from CivicPlus and FifthColor for updates to provide online ADA compliance and for ongoing annual website maintenance, performance, and accessibility. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the proposal from FifthColor for ADA compliance services at \$6,732-\$8,976 and for ongoing annual website maintenance at \$14,960-\$17,578 based on needs of the Utility. Motion passed unanimously.

10. Request approval of LSL projects using pre-qualified contractors

Superintendent reviewed a draft updated LSL replacement plan prepared by Supervisor McMillan on upcoming details for work in 2025. This includes two large quote requests for LSL in S. 13th Street, Mehrtens Avenue, Ontario Avenue, N. 11th Street, and N. 15th Street; and for S. 13th Street and Kentucky Avenue. Locations are selected based on census tract designation/grant amounts and coordination with other municipal street projects. If work takes place as anticipated, the Utility would facilitate replacement of approximately 250 more LSL during 2025. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, approving the LSL plan. Motion passed unanimously.

11. Request approval of proposal for internet fiber optic upgrades

Superintendent reviewed a submission from Supervisor Scheuren on a fiber optic internet connection to provide more reliable and faster internet service at the Utility. Currently the Utility has cable internet with no backup available. The Utility's telecom consultant aided in reviewing options and recommended a 50 Mbps fiber connection with DynaLink Communications at \$618 per month. For reasons of security and efficiency, Superintendent recommended making the change. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the upgrade to fiber optic connection with DynaLink as presented. Motion passed unanimously.

## **PERSONNEL**

12. Request approval of updates to the Utility Employee handbook

Superintendent presented a draft of proposed employee handbook updates. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the updates. Motion passed unanimously.

## **NEXT MEETING**

13. Next meeting will take place on: Aug. 27, 2025

**ADJOURN**

14. Motion to Adjourn

At 4:41 PM, Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to adjourn. Motion passed unanimously.