

CITY OF MAYVILLE  
WATER/WASTEWATER UTILITIES COMMISSION MEETING  
JULY 8, 2014  
WWTP  
**MINUTES**

The meeting was called to order by President Bushke and roll call was taken at 6:00 p.m.

PRESENT: Detuncq, Steinbach, Toellner, Bushke, Finke, Schmidt  
ABSENT: Heim  
TARDY: None  
ALSO PRESENT: Wellner, Dan Grieve (MSA)

I. CALL TO ORDER AND ROLL CALL

II. CITIZENS COMMENTS  
None

III. CONSENT AGENDA/DISCUSSION/APPROVAL  
Motion by Toellner, seconded by Finke, to approve the following Consent Agenda.

- A. Minutes of June 3, 2014 Commission Meeting
- B. Water Utility bills July 8, 2014 -\$22,376.84
- C. Wastewater Utility bills July 8, 2014 -\$65,323.34

Motion carried unanimously.

IV. RAE LANE SANITARY SEWER LINING

- A. Completed, Ron was asked to get comments in writing in regards to the condition of the Leal sewer lateral.

V. CONSTRUCTION PROJECTS

- A. Standpipe Replacement Project Preliminary Plan Review/Discussion
  - 1. Reviewed preliminary tower location plan.
- B. Engineering proposals for 2016 Capital Improvement Projects/Discussion/Possible Action
  - 1. RFP's have yet to go out. RFP's should be ready to be sent next week.

VI. 5-YEAR CAPITAL IMPROVEMENT PLAN/DISCUSSION/POSSIBLE ACTION

- A. After review and the addition of sewer lining from Betterway Drive to Green Bay Drive, motion by Finke, seconded by Schmidt, to approve the 2015 5-Year Capital Improvement Plan (on File) with the inclusion of the capital purchase list for 2015 (on File).  
Motion carried unanimously.

VII. WATER REPORT

- A. Breckenridge St Main Break
  - 1. Blacktopping was completed today (July 8, 2014), ground restoration still to be completed.
- B. Valve Exercising

1. Valve exercising is complete with the exception of call backs.
- C. Well #3 Radium
  1. Nothing new to report.

VIII. WASTEWATER REPORTS

- A. Kekoskee-Leroy/Discussion
  1. Nothing new to report.
- B. Sewer Cleaning Progress Report
  1. Due to the wet weather, valve exercising was completed prior to beginning sewer cleaning, sewer cleaning will begin tomorrow (July 9, 2014).
- C. WPDES-Phosphorus-Engineering Contract Presentation by MSA/Discussion/Possible Action
  1. After presentation of the contract by Dan Grieve, motion by Schmidt, seconded by Detuncq, to approve the contract in the amount of \$13,500 with MSA, to perform the 2nd year of the phosphorus reduction study and subsequent reports. Motion carried unanimously.
- D. Sludge Storage Hauling/Discussion/Possible Action
  1. After review motion by Steinbach, seconded by Toellner, to award the contract to Kunkel Engineering, the low fee proposal, in the amount of \$3450. The project is to be completed in time for review at the August 5th meeting. Prior to the signing of the contract, Ron is to review the scope of services to make sure the contract is in line with the specs of service from the other firms. Motion carried unanimously. Dan Grieve leaves.

IX. PAYMENT SERVICE NETWORK ( PSN)/DISCUSSION/POSSIBLE ACTION

- A. After review of the proposal there was no action taken.

X. PERSONNEL

- A. Convene into Closed Session Pursuant to Section 1985 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to convene into closed session pursuant to 1985 (1) (c) at 6:59 p.m. by Schmidt, seconded by Toellner. Motion carried unanimously.

1. Employee 6 Month Probationary Review
2. Reconvene Into Open Session/Employee Recommendation/Possible Action

Motion to reconvene into open session at 7:02 p.m. by Schmidt, seconded by Toellner. Motion carried unanimously.

Motion to approve the successful completion of the 6 month probationary period of Gail Clark, Utilities Accountant and to award Gail Clark a \$.50/hr pay increase effective this pay period. Motion carried unanimously.

XI. ADJOURNMENT

With no further business motion by Toellner, seconded by Schmidt, to adjourn at 7:03 P.M. Motion carried unanimously.

Ronald A. Wellner  
Director of Utilities