



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Final Wastewater Commission

President Mike Andreasen, Vice President John Engel, Mayor John Dickert, Alderman Ronald D. Hart, Alderman Michael Shields, Daryl Lynaugh, Thomas Friedel, Kathy DeMatthew, Robert Pucely, Robert Lui, Ronald Keland, Thomas Bunker, Chris Larsen, Thomas Sollman, Tracy Richters, John Hewitt

Tuesday, May 31, 2011

4:30 PM

City Hall Annex - Room 227

1. Roll Call

OTHERS PRESENT: K. Haas, M. Gitter, K. Scolaro, N. Sanders, R. Pace, S. Cryer, R. Gilbreath, N. Erlandson, M. Klimek, R. Messing

PRESENT: 9 - John Dickert, Daryl Lynaugh, Kathy DeMatthew, Robert Lui, Thomas Bunker, Ronald Keland, Tracy Richters, Michael Shields and John Hewitt

EXCUSED: 7 - Thomas Friedel, Mike Andreasen, John Engel, Ronald D. Hart, Thomas M. Sollman, Robert Pucely and Chris Larsen

2. Approval of Minutes for the April 2011 Meeting

to Approve the Minutes

3. [11-6449](#)

Subject: Budget Expenditures for April 2011 Totaling \$1,205,913.88

Recommendation: Approve

A motion was made by Daryl Lynaugh, seconded by John Hewitt, that this be Approved. The motion **PASSED** by a Voice Vote.

4. [11-6450](#)

Subject: Project Reports:

- A) Welcome New Commissioner - Alderman Michael Shields
- B) Process Control Strategies
- C) Delinquent Utility Bill Legislation
- D) Sewer Agreement Link - City Hall Website
- E) 2010 Annual Report
- F) SSO Inquiry
- G) Caledonia - Hoods Creek Facility Plan

Recommendation: Receive and File

Project reports were given by staff.

Received and Filed

5. [11-6491](#)

Subject: Presentation of the 2010 Audit from Clifton-Gunderson - Renee Messing Invited to the Meeting

Recommendation of the Wastewater Commission on 5/31/11:

That the 2010 Audit be approved. Refer to the Finance and Personnel Committee for adoption.

Renee Messing from Clifton-Gunderson summarized the management letter regarding the 2010 audit. Items addressed in the management letter were repeats from previous years. Issues regarding segregation of duties and preparation of financial statements can all be addressed by hiring more staff or hiring outside CPA's at considerable cost to further comply with GASB standards. She noted that many clients have the same issues. It is felt by the Wastewater Utility management that it is not in the financial best interest, at this time, to hire more staff or additional outside CPA firms to address this issue.

A motion was made by John Dickert, seconded by John Hewitt, that this be Recommended For Adoption. The motion PASSED by a Voice Vote.

6. [11-6452](#)

Subject: Bid Opening Results on Contract A-11, 2011 Interceptor Sewer Closed Circuit Televising (CCTV)

Recommendation: Approve

The General Manager submitted the bid results on Contract A-11 in the amount of \$39,741.89 and recommended approval to the lowest responsible bidder, that being Green Bay Pipe & TV, LLC.

A motion was made by Robert Lui, seconded by Thomas Bunker, that this be Approved. The motion PASSED by a Voice Vote.

7. [11-6496](#)

Subject: Compliance Maintenance Annual Report (CMAR) for 2010

Recommendation: Approve

The General Manager submitted the 2010 Annual Report for the Wastewater Utility. He noted that the Utility passed every category with a letter grade of "A". He mentioned that there were no bypasses in 2010 that contributed to the high grade in the collection systems category. The Commission voted 8-0 to pass Resolution 2011-1.

A motion was made by Daryl Lynaugh, seconded by John Dickert, that this be Approved. The motion PASSED by a Voice Vote.

8. [11-6451](#)

Subject: After Hour & Weekend Emergency Phone Number for Sturtevant Residents

Recommendation: Approve

The General Manager noted that he received a letter from the Village of Sturtevant inquiring if the Wastewater Utility could be used for an after-hour emergency contact, which is similar to the request from the Village of Mt. Pleasant. It was stated in their letter that all of the dispatching will be done by Racine County in the near future. The General Manager explained that the Wastewater Utility can provide emergency contact service for weekend and emergencies such as sewer overflows. It was asked if we are going to have a Hold Harmless agreement set up just in case there could be a lawsuit. The General Manager said he will check into this matter.

A motion was made by John Dickert, seconded by John Hewitt, that this be Approved. The motion PASSED by a Voice Vote.

9. [11-6492](#) **Subject:** Approval of Exhibit F of the Intergovernmental Sewer Agreement
- Recommendation:** Approve
- The General Manager informed the Commission that letters dated April 15, 2011 were sent to all SSR Parties of the agreement pursuant to Section 2.8 o. Ministerial Modifications to This Agreement stating that the Commission was desirous of updating Exhibit F of the Sewer Service Agreement to clarify the amount of conveyance capacity allocated to each party at specific locations within the conveyance system. The Village of Mt. Pleasant had requested additional time to review the exhibit and get approval from their respective Sewer Utility and Village Board. Additional time was allowed for, and Mt. Pleasant voted in favor of the Exhibit being included as revised. The Commission voted 8-0 to approve Exhibit F.*
- A motion was made by Thomas Bunker, seconded by John Dickert, that this be Approved. The motion PASSED by a Voice Vote.**
10. [11-6465](#) **Subject:** Request to Fill the Position of Clerk/Dispatcher Due to a Retirement
- Recommendation:** Approve
- The General Manger noted that the Clerk/Dispatcher will be retiring. He requested authorization to fill this position and any subsequent vacancies that may result.*
- A motion was made by John Hewitt, seconded by Thomas Bunker, that this be Approved. The motion PASSED by a Voice Vote.**

CLOSED SESSION

It is the intent that the Wastewater Commission convene in closed session pursuant to Wis. Stat. Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a utility employee.

Thomas Bunker made a motion, seconded by John Hewitt, to move the meeting into Closed Session at 5:21 p.m. The motion passed unanimously.

11. [11-6498](#) **Subject:** Discussion on Employee Compensation
- Recommendation:** Receive and File
- Discussion was held regarding employee compensation.*
- Received and Filed**
12. [11-6508](#) **Subject:** Discussion Involving a Personnel Matter
- Recommendation:** Receive and File
- Discussion was held regarding a personnel matter.*

Received and Filed

13. Adjournment

There being no further business, Robert Lui made a motion, seconded by Thomas Bunker, to adjourn the meeting at 5:55 p.m. The motion passed unanimously.

If you are disabled and have accessibility needs or need information interpreted for you, please contact the office of the General Manager at 636-9181 at least 48 hours prior to this meeting.