



# City of Racine

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

## Meeting Minutes - Final Wastewater Commission

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Wednesday, January 15, 2025

5:30 PM

City Hall, Room 303

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### ROLL CALL

*Let the record show that Commissioner Sullivan was voting as an alternate in Commissioner McCarthy's absence.*

**PRESENT:** 8 - Natalia Taft, Stacy Sheppard, John Tate II, Anthony Beyer, Jens Jorgenson, Jack Feiner, Jim Sullivan and Nancy Washburn

**EXCUSED:** 6 - Cory Mason, Terry McCarthy, Anthony Bunkelman, Mollie Jones, Kevin Salb and Claude Lois

[0001-25](#)

**Subject:** Approval of Minutes for the November 20, 2024, Wastewater Commission Meeting

**Staff Recommendation:** To Approve

**Fiscal Note:** N/A

**A motion was made by Washburn, seconded by Jorgenson, that this file be Approved**

[0002-25](#)

**Subject:** Proposal from Brown & Caldwell for 2025 General Engineering Service

**Staff Recommendation:** To Approve

**Fiscal Note:** Time and material on authorized tasks not to exceed \$50,000; bringing the total contract amount to \$211,000.

*The Utility Director presented the amended proposal from Brown & Caldwell for 2025, which is a general consulting contract regarding modeling, tracking, and consulting of collection system and wet weather events.*

**A motion was made by Jorgenson, seconded by Vice President Tate II, that this file be Approved.**

[0003-25](#)

**Subject:** Consideration of Amendment #1 of Construction Engineering Contract with SEH related to Contract D-22, Biogas Conditioning Project

**Staff Recommendation:** To Approve

**Fiscal Note:** Contract change results in an increase of \$45,000.00,

bringing the total contract amount to \$331,100.

*The Utility Director presented the amended Construction Engineering Contract with an increase in costs for project management time, inspection, and record drawings related to the time extension on construction involved with Contract D-22.*

**A motion was made by Alternate Beyer, seconded by Washburn, that this file be Approved.**

[0004-25](#)

**Subject:** Consideration of Change Order #1, Contract B-23 - N. Main Street Sanitary Sewer Relay - Reeseman's Excavating & Grading Inc. (contractor)

**Staff Recommendation:** To Approve

**Fiscal Note:** Contract change results in a decrease of \$286,546.40, bringing the total contract amount to \$1,016,174.60.

*The Utility Director presented the change order for Contract B-23, which was for the purpose of rectifying quantities of lateral piping, connectors, but mostly slurry backfill and asphalt pavement.*

**A motion was made by Washburn, seconded by Sheppard, that this file be Approved.**

[0005-25](#)

**Subject:** Request for Final Payment on Contract B-23 - N. Main Street Sanitary Sewer Relay - Reesman's Excavating & Grading, Inc. (contractor)

**Staff Recommendation:** To Approve

**Fiscal Note:** Contract B-23 is complete at a final cost of \$1,016,174.60.

*The Utility Director submitted the final payment request on Contract B-23 - North Main Street Sanitary Sewer Relay, and recommend for approval that the work performed by Reesman's Excavating & Grading be accepted and final payment be authorized for a total contract amount of \$1,016,174.60.*

**A motion was made by Vice President Tate II, seconded by Jorgenson, that this file be Approved.**

[0006-25](#)

**Subject:** Consideration of Change Order #1, Contract 2024-WW-STR-01 - 2024 Racine Wastewater Treatment Plant Roof Replacements, Carlson Racine Roofing & Sheet Metal Inc. (contractor)

**Staff Recommendation:** To Approve

**Fiscal Note:** Contract change results in a decrease of \$4,987.00, bringing the total contract amount to \$259,968.00.

*The Utility Director presented the change order for Contract 2024-WW-STR-01 - 2024 Racine Wastewater Treatment Plant Roof Replacements.*

A motion was made by Vice President Tate II, seconded by Jorgenson, that this file be Approved.

[0007-25](#)

**Subject:** Request for Final Payment on Contract 2024-WW-STR-01 - 2024 Racine Wastewater Treatment Plant Roof Replacements - Carlson Racine Roofing & Sheet Metal Inc. (contractor)

**Staff Recommendation:** To Approve

**Fiscal Note:** Contract 2024-WW-STR-01 is complete at a final cost of \$259,684.20.

*The Utility Director submitted the final payment request on Contract 2024-WW-STR-01 - 2024 Racine Wastewater Treatment Plant Roof Replacements, and recommend for approval that the work performed by Carlson Racine Roofing & sheet Metal Inc. be accepted and final payment be authorized for a total contract amount of \$259,684.20.*

A motion was made by Jorgenson, seconded by Vice President Tate II, that this file be Approved.

[0228-24](#)

**Subject:** Amendment #2 of Rate Stabilization Fund Policy

**Recommendation of the Wastewater Commission on 11/20/2024:**

To Defer this item until the next Commission Meeting to be held in January, when a more concrete plan can be developed with a specific action item, upon which the Commission would take into consideration and vote.

**Recommendation of the Wastewater Commission on 03/19/2024:**

To Defer this item until the next meeting due to the absence of Mayor Mason, who requested to have input on this item.

**Fiscal Note:** N/A

*The Utility Director presented a revised amendment for the Rate Stabilization Fund Policy based on discussion and recommendations from the Commissioners at the November meeting when the item was last deferred. The revised policy includes the following parameters:*

- 1) Maintain a target balance of \$3,500,000 with the purposeful intent of stabilizing rates and meeting debt service ratio requirements*
- 2) Annual Revenue Fund Transfer Maximum: Unrestricted*
- 3) Minimum & Maximum Fund Balance: Unrestricted*

A motion was made by Washburn, seconded by Jorgenson, that this file be Approved.

[0011-25](#)

**Subject:** Consideration and Possible Action to Extend the Curative Action Resolution Time Periods

**Staff Recommendation:** To Approve the Curative Action Extension up

to 90 Days

**Fiscal Note:** N/A

*The Utility Director presented the item, addressing the Commission as a reminder that the current extension on the Curative Action Resolution Time Periods was supposed to expire at this current January meeting based on the Commission's recommendation at the November 2024 meeting. City Attorney Letteney updated the Commission that the parties have resumed talks after the holiday season. He also indicated that the preference would be for the Commission to extend the deadline for another 90 days. Discussion ensued among the Commission about the appropriate time extension to give, as well as determining what the expectations are as a Commission before deciding to take action to escalate the process. The scope of expectation for extending the deadline until the April Commission meeting was laid out as follows:*

- 1) Acknowledgement that the Commission members are not privy to the specifics of the meeting content and what is discussed and said, but would like evidence provided that meetings are indeed being held between the respective parties to ensure that processes are moving along and progress is happening.*
- 2) That the Commission be made aware of any party or municipality that is refusing to move to the next step or acting in a manner that is halting progress from moving forward in the discussions.*
- 3) That the Commission be updated regularly by legal counsel on the progress that is occurring.*

**A motion was made by Jorgenson, seconded by Vice President Tate II, that this file be Approved.**

**CLOSED SESSION**

**A motion was made by Vice President Tate II , seconded by Jorgenson, to enter into Closed Session. The motion PASSED by the following vote:**

**AYES:** 8 - Taft  
Sheppard  
Tate II  
Beyer  
Jorgenson  
Feiner  
Sullivan  
Washburn

**EXCUSED:** 6 - Mason  
McCarthy  
Bunkelman  
Jones  
Salb  
Lois

[0012-25](#)

**Subject:** Communication Sponsored by Commissioner McCarthy  
Requesting that the Wastewater Commission Meet Regarding  
Bargaining and Development Opportunities, which, for Competitive and  
Bargaining Reasons, Require a Closed Session

**Staff Recommendation:** To Receive & File**Fiscal Note:** N/A

Having taken no action on the Closed Session Item, a motion was made by President Taft, seconded by Vice President Tate II, to adjourn the meeting from Closed Session. The motion PASSED by the following vote:

**AYES:** 8 - Taft  
Sheppard  
Tate II  
Beyer  
Jorgenson  
Feiner  
Sullivan  
Washburn

**EXCUSED:** 6 - Mason  
McCarthy  
Bunkelman  
Jones  
Salb  
Lois

**Adjournment**

*There being no further business to address, the meeting was adjourned from Closed Session at 6:48 p.m.*