

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, AUGUST 10, 2020**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by Commissioner Diedrich via telephone at 4:01 p.m. on Monday, August 10, 2020. In attendance were Commissioners Allie, Hornung, Luckow, Nickels, and Sitkiewitz. Also present were Brandon Hall, Craig Elders – The Chlupp & Hall Group (via telephone); Bob Bouril, Cindy Carter, Don Duenkel, Andy Onesti, Carissa Grimm – MPU; Troy Adams – General Manager; and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioner Seidl was absent.

**INVESTMENT REPORT PRESENTATION – THE CHLUPP & HALL GROUP/BAIRD:** Mr. Brandon Hall and Mr. Craig Elders – MPU’s investment advisors, Chlupp & Hall Group/Baird, made a presentation via telephone on the performance of the short-term and intermediate investments. Brandon discussed the economy and interest environment we are in right now and the fact that it was the worst first quarter in stock market history; however, we had a sizable rally in the second quarter. MPU portfolio held strong during the down-swing. Craig commented on the interest rate environment. In early March rates were cut at the onset of COVID-19 and projections are that rates will remain as-is for the near future. Programs similar to the recession in 2008/2009 are being resurrected. Federal Reserve is buying corporate bonds which they’ve never done before so firms are competing with the Federal Reserve.

**MOTION:** A Motion was made by Commissioner Luckow and seconded by Commissioner Hornung to accept the report and place it on file. Motion carried unanimously.

Brandon Hall and Craig Elders left the meeting at 4:16 p.m.

**CITY WATERMAIN EXTENSION UPDATE:** T. Adams provided an update on current issues with the watermain extension. This project extends MPU water services to parts of Newton and Manitowoc townships in an effort to mitigate groundwater contamination risks associated with the Newton Gravel Pit. Phase 1 of this project was completed in 2015 extending the water service along Viebahn Street. The PSCW has inquired about issues pertaining to the Viebahn Street watermain extension and MPU is working with city to obtain approval for Phase 2 of this project. Rob Michaelson is working to apply for the WDNR Safe Drinking Water Loan Program which we were notified this project is eligible for this forgivable loan program. Moving forward there will likely be a need for intergovernmental agreements between the townships, city, and MPU.

**2019 WWTF COMPLIANCE MAINTENANCE ANNUAL REPORT:** The Compliance Maintenance Annual Report (CMAR) is a wastewater plant discharge permit requirement under State Statute NR 208.04. The Report is used to assist municipalities and the DNR in determining the strengths and weaknesses of the wastewater treatment facility, land application program, finances, and the sanitary collection system and lift stations. The owner and the DNR may use the CMAR to identify needs for future planning actions. In conjunction with a grading system, the CMAR shall establish when treatment works owners are required to initiate actions to prevent violations of WPDES permit effluent limits and conditions.

**MOTION:** A Motion was made by Commissioner Luckow and seconded by Commissioner Sitkiewitz to approve the Resolution approving the 2019 WWTF Compliance Maintenance Annual Report. Motion carried unanimously.

**TURBINE GENERATOR 9 MAJOR INSPECTION – SPRING 2021:** T. Adams provided a brief overview before handing it over to D. Duenkel. These annual overhauls are typically worked into the annual budgets and not individually presented for commission approval. MPU typically has provided the majority of the technical oversight; however, due to recent retirements of long-term employees directly involved with the overhauls caused a need to outsource for supplemental oversight by a vendor. Proposals were requested and reviewed and a vendor has been chosen for this project.

**MPU CONTRIBUTION TO SMALL BUSINESS RELIEF FUND:** Karen Nichols, Executive Director of the Chamber of Manitowoc County reached out to Mayor Nickels requesting if consideration would be given to opening up the allotted grant funds for a second round of funding until it is maxed out. Mayor Nickels requested the Finance Committee to discuss the request at their August 4 meeting. He explained that City did not approve to move forward with this request and ultimately keep the remaining funds aside in the event of another shut-down. No discussion was needed at commission since City has decided not to move forward with the Chamber request and this was a joint contribution effort.

**GRANICUS SOFTWARE:** T. Adams requested to implement an initiative to move towards paperless board meetings. The initiative includes the use of board packet software and the purchase of iPads for the MPU leadership team. The Granicus Software recommended is the same software the city uses and came highly recommended. The iPads will be purchased thru the Apple government program and be distributed to the commission and management team at MPU. Mayor Nickels recommended adding a budget line for maintaining and upgrading the units on a regular schedule. The efficiencies Open live agenda with all managers for the monthly meetings.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Allie to approve purchasing the Granicus software and the initial round of iPads. Motion carried unanimously.

**GENERAL MANAGER'S REPORT:** T. Adams updated the Commission on the following: Request from Nickels about status of new LED lighting. IT manager was hired and clearing out backlog of work orders. Increased customer past due amounts due to PSCW ruling to suspend moratorium. Status of Lemberger site remediation on the one time payout to close this out; A. Onesti to follow-up.

**MINUTES:** The Minutes from the Regular Session Meeting on July 13, 2020 were presented for approval.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Sitkiewitz to approve the Regular Session Minutes from July 13, 2020. Motion carried unanimously.

**APPROVAL OF CLAIMS:** Claims List dated July 28, 2020; Claims List dated August 11, 2020; and Wire Transfers dated through August 4, 2020 were presented for approval.

**APPROVAL OF WWTF CLAIMS:** Claims List dated August 14, 2020 were presented for approval.

**FINANCIAL REPORTS FOR JUNE 2020:** The financial reports for June 2020 were previously distributed to the Commission for review and discussion.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Sitkiewitz to approve the Claims List dated July 28, 2020 check nos. 91637 through 91768 totaling \$1,911,941.42; Claims List dated August 11, 2020 check nos. 91769 through 91883 totaling \$552,968.66; Wire Transfers dated through August 4, 2020 totaling \$3,214,870.09; Claims List for WWTF batch 715.07.2020/712.08.2020 dated August 14, 2020 totaling \$165,865.78; and to place the Financial Reports for June 2020 on file. Motion carried unanimously.

**QUOTATIONS/BIDS:** Three Phase 750 KVA Pad Mount Transformers - \$21,507.00 - Irby GE-A.

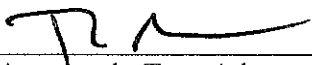
**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Sitkiewitz to approve the Three Phase 750 KVA Pad Mount Transformers. Motion carried unanimously.

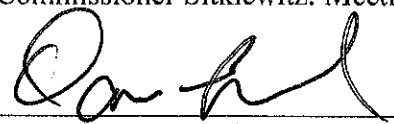
**QUOTATIONS/BIDS:** ACE Rule Consultants - \$26,220.00 – RTP.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Allie to approve the ACE Rule Consultants. Motion carried unanimously.

**NEXT MEETING:** Monday, August 31, 2020 at 4:00 p.m.

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Sitkiewitz. Meeting adjourned at 4:47 p.m.

  
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Approved: Troy Adams, General Manager

  
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Approved: Dave Luckow, Secretary