

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, JANUARY 11, 2021**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by Commissioner Allie at 4:00 p.m. on Monday, January 11, 2021. In attendance were Commissioners Diedrich (via Zoom), Hornung, Nickels, Seidl, and Sitkiewitz. Also present were Bob Bouril, Cindy Carter, Don Duenkel, Andy Onesti, Carissa Grimm – MPU; Troy Adams – General Manager; and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioner Luckow joined the meeting at 4:06 p.m.

**PROGRESS LAKESHORE ANNUAL CONTRIBUTION:** Progress Lakeshore formally EDC has requested an annual financial contribution/pledge to the EDC for its annual support and fundraising efforts. A request was made for consideration of a pledge of \$5,000 for 2020 and 2021.

**MOTION:** A motion was made by Commission Seidl and seconded by Commissioner Sitkiewitz to pledge \$5,000 to Progress Lakeshore from MPU for 2020 and 2021. Motion carried unanimously.

Commissioner Luckow joined the meeting at 4:06 p.m.

**COVID-19 SICK LEAVE BALANCE:** With the FFCRA provisions expired as of December 31, 2020, T. Adams recommended a discussion on available leave options for employees as we continue to navigate the pandemic. The Consolidated Appropriations Act was signed into law on December 27, 2020, and while it removed the obligation of the employer to provide COVID-19 related sick leave, it did provide an extension for the payroll tax credits for the employer to voluntarily extend the designated sick leave with the leave allotment from 2020 through March 2021. As with the FFCRA, this mechanism to recover leave expense does not work for government employees. There was some feedback from commissioners on their practices as of January 1, 2021 at their organizations. Discussion ensued on available options for employees who have exhausted the original 80 hours. The consensus was to continue to allow as much flexibility as possible with employee's needing qualified COVID-19 sick leave while still maintaining normal operations. This flexibility grants employees access to their sick, vacation, and/or accumulated sick leave to accommodate COVID-19 absences from work.

**MOTION:** A motion was made by Commission Hornung and seconded by Commissioner Seidl to approve extending the remaining 2020 balance of sick leave to March 2021. Motion carried unanimously.

**BI-MONTHLY WATER READING DOCKET:** On January 3, 2020, MPU filed a request with the Public Service Commission of Wisconsin (PSCW) to obtain approval for changing the reading frequency of small water meters. MPU engaged Attorney Eric Callisto from Michael Best to assist with the filing and provide guidance on the legality of the request. At their October 29, 2020 meeting, the PSCW approved this request but stated "as MPU will be filing a rate application in 2021, the PSCW will have an opportunity to review MPU's implementation of its new billing program at that point." Customers are being notified of the change via bill inserts and an FAQ on

the website. This request will save MPU water customers approximately \$50,000 or a 1% rate increase. City sewer customers will also see approximately \$50,000 in annual savings as well. T. Adams complimented the work put in to these efforts.

**MPU ANNUAL EVENTS DISCUSSION:** The Annual Dinner hosted by MPU each January recognizes service and milestone achievements for the prior year. Similarly, a dinner is held for commissioners as a token of appreciation for their commitment to MPU. Due to the pandemic, MPU remains in the Heightened Awareness phase of our Pandemic Plan. Since hosting these events would be inconsistent with our current status, it was recommended to postpone the events until further notice. The consensus was to postpone both at this time and revisit options at the February meeting to determine how to move forward with planning and recognizing employees for the 2020 achievements.

**GENERAL MANAGER'S REPORT:** T. Adams updated the Commission on the following: The APPA Rally will be held as a virtual event on March 1 and 2, 2021. AWWA ACE21 and APPA National Conference are scheduled in person at this time in June 2021. Nichols Electric is scheduled for January 8 to install the spare AMI gateways so that MPU employees will be available to observe the installation sites. The 69 KV transmission bus locked out at Dewey substation on December 22, interrupting supply to the station and approximately 3,000 customers served from it. No relay targets presented and a visual inspection of the station didn't reveal a cause. ATC and MPU continue to investigate the cause of the trip.

**MINUTES:** The Minutes from the Regular Session Meeting on December 14, 2020 were presented for approval.

**MOTION:** A Motion was made by Commissioner Seidl and seconded by Commissioner Sitkiewitz to approve the Regular Session Minutes from December 14, 2020. Motion carried unanimously.

**APPROVAL OF CLAIMS:** Claims List dated December 29, 2020; Claims List dated January 12, 2021; and Wire Transfers dated through January 6, 2021 were presented for approval.

**APPROVAL OF WWTF CLAIMS:** Claims List dated January 15, 2021 were presented for approval.

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

**MOTION:** A Motion was made by Commissioner Seidl and seconded by Commissioner Sitkiewitz to approve the Claims List dated December 29, 2020 check nos. 93139 through 93269 totaling \$781,038.68; Claims List dated January 12, 2021 check nos. 93270 through 93392 totaling \$859,746.09; Wire Transfers dated through January 6, 2021 totaling \$3,002,566.45; Claims List for WWTF batch 716.12.2020 dated January 15, 2021 totaling \$65,006.25; and to place the Financial Reports for November 2020 on file. Motion carried unanimously.

**QUOTATIONS/BIDS:** MPU Emergency Diesel Generator and 13.2kV Distribution Express Line Preliminary Design Studies - \$27,800.00 – Burns & McDonnell; IT Master Plan Consultant - \$53,700.00 – Heartland Business Systems; Electric Vehicle Purchase - \$27,939.00 – Napleton Chevrolet Buick; Water Truck Purchase - \$24,431.50 – Ewald Automotive; Power Plant Truck Purchase - \$29,486.20 – Maritime Ford. A discussion was held on the state bids.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Seidl to approve the MPU Emergency Diesel Generator and 13.2kV Distribution Express Line Preliminary Design Studies. Motion carried unanimously.

**MOTION:** A Motion was made by Commissioner Seidl and seconded by Commissioner Diedrich to approve the IT Master Plan Consultant. Motion carried unanimously.

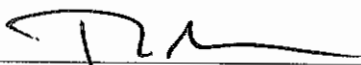
**MOTION:** A Motion was made by Commissioner Luckow and seconded by Commissioner Seidl to approve the electric vehicle purchase. Motion carried unanimously.


**MOTION:** A Motion was made by Commissioner Seidl and seconded by Commissioner Luckow to approve the water truck purchase. Motion carried unanimously.

**MOTION:** A Motion was made by Commissioner Seidl and seconded by Commissioner Luckow to approve the power plant truck purchase. Motion carried unanimously.

**NEXT MEETING:** Monday, January 25, 2021 at 4:00 p.m., *tentative*

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Sitkiewitz. Meeting adjourned at 4:26 p.m.

  
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Approved: Troy Adams, General Manager

  
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Approved: Mark R. Seidl, Secretary

