

Minutes

NEW BERLIN UTILITY COMMITTEE

December 2, 1999

Members Present: Alderman Bullermann (Chairman), Alderman Wysocki, Tim Murphy.

Others Present: Steve Hoese (Director of Community Development), Tom Krumpitsch (Utility Supervisor), Mike Holzinger (Director of Finance), Tami Potkay (Director of Human Resources), Mark Klawitter (Wastewater Operator), Brian Huber (Waukesha Freeman).

Excused: Alderman Patzer

Alderman Bullermann called the meeting to order at 4:05 p.m.

ITEM 1A-99 Approval of Minutes October 21, 1999

Motion by Tim Murphy to approve the minutes for the October 21, 1999 meeting. Second by Alderman Bullermann. Motion carried unanimously.

ITEM 44-99 Reorganization of the Utilities

- Tami discussed the reorganization of the Utility Department. She stated that Mike Holzinger would be in charge of the business administration functions and his title would be Director of Finance and Utility. The position of Utility Superintendent would be eliminated and Larry Wilms would move to the Engineering Department as a Division Engineer. Tom Krumpitsch would become the Utility Operations Manager. Also, there would be a lead operator in both the water and wastewater departments.
- There would be a savings of \$50,000 by this change. This includes banding for both the Utility Operations Manager and Director of Finance and Utility positions and the additional money for the lead operator positions. The savings are a result of the amount Utility paid for the Director of Public Works, the Public Works secretary, and the elimination of the Utility Superintendent.
- Discussion of the lead operator position in water and whether it is in the 2000 budget.
- Discussion of new responsibilities given to present employees.

Motion by Alderman Wysocki to recommend to the Common Council for approval to create a Finance and Utility Department by combining the existing personnel from the accounting department and utility, eliminate the Utility Superintendent position and reassign Larry Wilms, PE to the engineering department as a Division Engineer, rename the Treasurer/Comptroller position to Director of Finance and Utilities; and include the business administrative functions of the Utility in the job description of the Director; elevate one water operator position to lead water operator status, and retitle the Utility Supervisor position to Utility Operations Manager; revise the job description to include responsibility for the overall operations of the technical division of Utilities and have the director of human resources analyze this position utilizing the Decision Band Method. Second by Tim Murphy. Motion carried unanimously.

ITEM 45-99 Authorization to fill Lead Wastewater Operator Position

- Tami Potkay explained that this position was approved as part of the 2000 budget and that it was referred to the Utility Committee because of the reorganization.
- Discussion of pay rate. This position's pay rate has not been established.

Motion by Alderman Wysocki to recommend to the Common Council to authorize the Director of Human Resources to fill the following position along with any residual vacancies:

Lead Operator - Sewer Effective January 4, 2000

Second by Alderman Bullermann. Motion carried unanimously.

ITEM 46-99 Composition of the Utility Committee

- Discussion of replacement for the Director of Public Works as a voting member of the Utility Committee.
- Discussion of expanding the members of the Utility Committee. Steve Hoesel relayed that the Mayor felt that Mike Holzinger should become a voting member of the committee. The Division Engineer that is working with the Utility should be available for discussion of projects but need not be a voting member.

Motion by Alderman Bullermann to recommend to the Common Council to elect Mike Holzinger (Director of Finance and Utilities) to become a voting member of the Utility Committee. Second by Alderman Wysocki. Motion carried unanimously.

ITEM 47-99 Allocation of Funds Reserved for Westbrooke Sewers

- Alderman Patzer asked that this item be put on hold so that he could be part of the discussion of this item.
- There is a proposal by a developer for allocation at the Board of Public Works. They should act on this proposal this week.
- No action taken; keep on agenda.

ITEM 48-99 Loan terms for Stormwater Management Program Loan

- Mike Holzinger explained that the money from the Wastewater Utility that would be loaned to the Stormwater Management Program needs to have some kind of contract in place.
- Alderman Wysocki relayed that the final reports from the consultant should be available at the end of this month. This would then have to go to the Common Council for an agreement of an ordinance, an agreement of structure, and the development of the stormwater district itself.

Motion by Alderman Wysocki to recommend to the Common Council that the \$450,000 loan of Wastewater funds for the Stormwater Management program be four (4) years of equal principal payments of \$112,500 and carry an interest rate of five (5) percent with the first installment to be 12/01/2001. Second by Alderman Bullermann. Motion carried unanimously.

ITEM 49-99 Update of Water and Wastewater Projects

- Discussion of emergency generators, disconnect switches, and receivers for generators.
- Discussion of WEPCO and crossovers of substations.
- Mike Holzinger gave the green light for project to maintain operations in a potential power outage.
- DNR would like every site to have portable generators for power for every site.
- This benefits the citizens of New Berlin.
- Discussion of the project status update for wastewater.

Motion by Alderman Wysocki to authorize reallocation of appropriate funding to cover the proposal presented to use in the emergency generator operations. Second by Tim Murphy. Motion carried unanimously.

Motion to adjourn the meeting at 5:20 p.m. by Alderman Bullermann. Second by Alderman Wysocki. Motion carried unanimously.